



Disease Investigation and Control Specialist 2

Classification #: 508
FLSA: Non-Exempt
EEOC: 03

GENERAL STATEMENT OF DUTIES:

Coordinates and oversees special public health projects and/or services; develops, monitors, evaluates and updates the provisions of specific public health services; plans strategies to address community health concerns.

Incumbents in this classification will function as a member of a team responsible for the investigation, prevention and control of infectious disease, including routine notifiable disease surveillance and outbreak investigations; work with the health department and community providers to maintain quality control of surveillance data and will prepare reports and disseminate data; participate in public health education about communicable diseases for the public and other health providers; conduct routine infectious disease case surveillance and field epidemiologic investigations; perform outbreak investigations; provide consultation on epidemiology and infectious diseases to local health partners and providers; may prepare and disseminate reports and disease summaries.

SUPERVISION RECEIVED:

Works under the general supervision of a manager or supervisor, who assigns work, establishes goals and reviews results obtained.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of positions in this classification; however, exercises lead direction over new disease investigation and control staff.

DISTINGUISHING CHARACTERISTICS:

The distinguishing factor between the Disease Investigation and Control Specialist 1 and the Disease Investigation and Control Specialist 2 is the level of the coordination and oversight of the disease investigation and control program provided and the strategic planning to address community health concerns. The Disease Investigation and Control Specialist 2 coordinates the disease investigation and control program and takes a leadership role in strategic planning.

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EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following.)

1. Participates in communicable disease surveillance and service activities including, but not limited to, perinatal hepatitis B, Epidemiology Team bioterrorism activities and grant-related activities.
2. Encourages and provides means for reporting, monitoring, investigating and controlling communicable diseases and other health hazards through coordinated medical and environmental intervention.
3. Provides investigation and follow-up of reportable conditions and communicable diseases according to Oregon CD Guidelines and reporting requirements.
4. Makes appropriate decisions based on data collection, assessment and epidemiological concerns.
5. Participates in updates of program m annuals and development of policies and procedures.
6. Actively participates in planning, implementation and evaluation of epidemiology program service improvement activities.
7. Provides information and referral services to clients, professional providers and the public; provides consultation to co-workers on work issues related to communicable disease.
8. Develops, presents and evaluates education and training programs for staff and the community; updates educational materials and pamphlets.
9. Promotes communicable disease prevention by providing client education and testing.
10. Collects and prepares specimen collection for transport.
11. Provides technical advice to public health officials and professional staff on strategies and interventions to control contagious diseases.
12. Identifies systems issues, special public health projects and/or improvements to service.
13. Develops, monitors, evaluates and provides updates on systems issues, special public health projects and/or improvements to services.

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14. Identifies and plans strategies for community health concerns.
15. Performs other duties as assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of federal, state and local communicable disease reporting requirements and epidemiology; understand epidemiology study design; modes of disease transmission and epidemic patterns of disease in the community; epidemiological features of diseases and conditions significant to public health; risk assessment including causes and modes of transmission of infectious diseases; interpret methodology and statistical methods used in epidemiological studies; sources of and use of demographic and health data; word processing; computer applications, statistics, graphics and database software, MS Word, Excel and Powerpoint.

Ability to design epidemiological surveillance programs; performs and assists in the collection, analysis, interpretation and evaluation of data; read, interpret and analyze technical, medical, demographic and statistical data and laboratory reports; communicate effectively orally and in writing with personnel at all levels of the health department, private medical providers, representatives of other agencies and the general public; prepare clear and concise reports and other written materials, including tables and graphs; plan, initiate and complete work assignments in a timely manner with minimal supervision; provide oversight to staff and coordinate programs, projects and/or services.

EXPERIENCE AND TRAINING:

1. Masters degree in public health or epidemiology; with two (2) years experience in disease investigation and control; OR
2. Bachelors degree in public health or epidemiology and five (5) years experience in communicable disease investigation and control; OR
3. Any equivalent combination of experience, education and/or training relevant to the position.

NECESSARY SPECIAL REQUIREMENT:

1. Must possess, or be able to obtain within 30 days of hire, a valid Class C Oregon driver's license.

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Adopted: 4/10

Revised:

MR: 10/09