

CLASSIFICATION: ASSISTANT STATE EPIDEMIOLOGIST

Class Code: 0543-23

Date Established: 01-28-82

Occupational Code: 7-4-3

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To plan and design disease surveillance activities and to investigate disease outbreaks to obtain research findings regarding the causes of disease.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Plans and conducts epidemiologic research studies or surveys to identify and report the causes of chronic disease.
- Investigates and reviews information regarding chronic diseases to determine whether clusters of illness may represent a public health problem.
- Responds to requests from private citizens, health care providers, or school personnel by investigating problems and recommending control measures for chronic diseases.
- Initiates epidemiological investigations or surveys and presents relevant public health information.
- Researches epidemiological data and assists with editing the New Hampshire Communicable Disease Report.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

ASSISTANT STATE EPIDEMIOLOGIST

Page 2

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in epidemiology, public health, chemistry, or laboratory science. Additional years of formal education may not be substituted for the work experience required by this class specification.

Experience: Two years' experience in the field of public health, laboratory science or other health related investigational work. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

License/Certification: Eligibility for New Hampshire Driver's License.

RECOMMENDED WORK TRAITS: Thorough knowledge of the principles and methods used in public health investigation work. Knowledge of the causes of communicable disease, how they are spread and their control. Knowledge of interviewing techniques used in disease control. Knowledge of public health laws, rules and regulations as they apply to communicable disease problems. Knowledge of the relationship between environmental exposures and public health problems. Ability to organize work, analyze problems and develop solutions. Ability to perform statistical research and draw valid conclusions. Ability to establish and maintain effective working relationships with professional and medical personnel and with the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.