

DISEASE CONTROL SPECIALIST III

NATURE AND VARIETY OF WORK

This is professional and advanced level investigative and/or specialized technical work performed in order to identify, control and/or prevent the occurrence of communicable/infectious disease in the County. Work at this level is characterized by lead role responsibilities in performing the more complex investigative work assignments in communicable/infectious disease programs. Field and office work is performed independently within the context of established standard operating procedures under the general supervision of a supervisory level Disease Control Specialist. Work performance is evaluated in terms of quality, quantity and conformance with established guidelines, procedures and regulations.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Responsible for leading in complex investigative work in administering the epidemiologic programs.

May assign cases requiring epidemiologic follow-up; reviews and evaluates progress of intervention efforts of subordinate level personnel in the management of their assigned cases.

Documents investigations utilizing appropriate and required forms.

Prepares summary reports and correspondence of difficult nature which provide indices of morbidity and mortality; calculates rates and prevalence of disease and determines its impact on a community.

Maintains ongoing surveillance of infectious disease; tracks and monitors trends (incidence and prevalence) of infectious diseases; collects and analyzes statistics and maintains reports on infectious disease.

Utilizes the micro-computer to generate periodical reports to support management decisions.

Reviews case dispositions to determine the source-spread analysis for a case(s) and/or outbreaks.

Assists with the assessment of staffing patterns and personnel resources needed to

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conduct epidemiologic investigations.

Reviews statistical and narrative reports and correspondence compiled by subordinate staff; assists in the preparation of correspondence of a more complex nature.

Assists in providing on-going evaluation and counseling of subordinate staff.

Assists in developing program plans and budgets.

Oversees mandatory morbidity reporting of designated communicable disease.

Participates in the emergency response team.

May assist in developing and changing policies, procedures, regulations and laws.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of public health and objectives of Federal, State and local health laws and regulations pertaining to communicable disease.

Considerable knowledge of interviewing and investigative techniques associated with the control of communicable disease.

Ability to prepare and present recommendations, reports and related investigative work that reflect the objectives of the Health Department.

Ability to perform investigative work.

Ability to prepare and evaluate narrative and statistical reports.

Ability to establish and maintain effective working relationship with officials, employees, and the general public.

Ability to express ideas clearly and concisely both orally and in writing.

Ability to lead and provide technical guidance and training to subordinate level personnel.

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university, with a major in or a minimum of thirty (30) semester credits in one of the biological, physical and/or social sciences, plus two (2) years experience in Public Health investigative work; or equivalent combination of education and experience.

CONDITIONS OF EMPLOYMENT

Candidates may be given a medical examination to determine suitability for job performance.

NEW: 7/13/89