

DISEASE CONTROL SPECIALIST IV

NATURE AND VARIETY OF WORK

This is professional, first-line supervisory, and administrative investigative work performed in order to identify, control and/or prevent the occurrence of communicable/infectious disease in the County. Incumbents are responsible for supervising, planning, coordinating, and monitoring the assigned activity as part of a comprehensive County-wide public health program. A significant aspect of the work involves explaining rules, laws and regulations to subordinates, other public and private agencies and the general public concerning the program. Work is performed under the general supervision of a higher level management and supervisory position and is evaluated in terms of adequacy and conformance to established departmental policies, procedures and regulations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law Section 16-102(59).

Monitors/coordinates the investigative activities of subordinate staff in order to ensure that unit operations are managed efficiently and effectively.

Assigns cases requiring epidemiologic follow-up; reviews and evaluates the progress of intervention efforts of subordinate level staff in the management of assigned cases.

Conducts investigations involving unusually complex or sensitive matters.

Approves course of action for the most difficult and complex cases.

Explains and interprets laws, regulations and standards for subordinates and the general public.

Prepares/supervises the preparation of summary reports and correspondence of a difficult nature which provide indices of morbidity and mortality; calculates rates and prevalence of disease and determines its impact on the community based on statistical inference.

Makes public presentations to groups in order to promote education, information and awareness of agency's goals, objectives, policies and procedures.

Compiles, maintains and evaluates epidemiologic data and consults with supervisor as appropriate.

Reviews statistical reports and correspondence generated by subordinate level staff.

Supervises the implementation and monitors the progress of special projects, surveys and studies.

Trains subordinates in divisional activities.

Reviews proposed changes to regulations, policies and procedures in order to evaluate their impact upon public health operations.

Assists in development of annual program plans and budgets.

Participates in the Emergency Response Team.

Monitors the use and operation of County equipment.

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:

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

Ability to perform investigative work relative to epidemiological programs.

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

Ability to expedite major and complex epidemiologic projects and assignments.

Ability to prepare complex and detailed narrative reports and correspondence.

Ability to prepare and evaluate statistical reports.

Ability to train/supervise a subordinate staff.

Ability to establish and maintain effective working relationships with County officials, representatives, employees, and the general public.

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 science, plus three (3) years experience in Public Health investigative work of which one (1) year must have included lead responsibilities; or equivalent combination of education and experience.

CONDITIONS OF EMPLOYMENT

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

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