

## DISEASE CONTROL SPECIALIST V

### NATURE AND VARIETY OF WORK

This is management level, supervisory, and administrative investigative work performed in order to identify, control and/or prevent the occurrence of communicable/infectious disease in the County. Incumbents serve as division chiefs and are responsible for supervising, planning, coordinating, and monitoring the divisional activities of subordinate supervisors, and administrative staff as part of a comprehensive County-wide public health program. Significant aspects of the work include interpreting and explaining policies, rules, laws, and regulations about the program to subordinates, other public and private agencies, and the general public. Work is performed under the general supervision of a higher level supervisory manager and is evaluated in terms of adequacy and conformance to established departmental policy, procedures and regulations.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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

Plans and directs the work activities of professional, para-professional, and clerical staff engaged in a major area of the epidemiologic program administration.

Reviews epidemiologic data to monitor disease prevalence in the County; comments on proposed legislation affecting disease control.

Coordinates the preparation of detailed recommendations, narrative reports, and related work products reflective of the organizational mission, goals, and objectives.

Coordinates activities with other programs in the Health Department and other public/private agencies.

Develops strategies, methods, and initiatives necessary for achieving the established goals and objectives characteristic of epidemiologic functions.

Ensures that clinics, programs and documentation comply with current laws, regulations and agency policies.

Develops annual work plans and budgets for assigned operational unit.

Assesses program personnel needs and evaluates growth, expansion and/or reduction in program components.

Establishes and implements training sessions for subordinate staff relating to key policies and procedures, as well as other updates germane to the epidemiologic function.

Responsible for the maintenance of patient records and for quality assurance of cases provided in the clinics.

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

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

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

Extensive knowledge of management techniques and theories of human behavior.

Thorough knowledge of current legal trends and policies affecting epidemiologic services.

Ability to prepare and evaluate statistical reports.

Ability to supervise a subordinate staff.

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

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

Ability to prepare operational budgets.

Ability to prepare comprehensive management reports.

Ability to evaluate the impact of program activities on public health.

#### MINIMUM QUALIFICATIONS

A 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 four (4) years experience in public health investigative work, of which one (1) year must have included supervisory responsibilities; or equivalent combination of education and experience.

#### CONDITIONS OF EMPLOYMENT

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

NEW: CB-99-1989