

OCCUPATIONAL GROUP: Health Services

CLASS FAMILY: Epidemiology

CLASS FAMILY DESCRIPTION:

This family of positions includes those whose purpose is to investigate and describe determinants of disease, disability and other health outcomes and develop the means for prevention and control.

CLASS TITLE: Public Health Advisor 1

DISTINGUISHING CHARACTERISTICS:

These positions function at an entry level investigating patients with diseases, ensuring they get adequate treatment according to the guidelines established with Centers for Disease Control. They recommend treatments for infected individuals and provide prevention education to at risk patients, students, medical staff, community groups and the general public. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Maintains regular contact with private physicians, laboratory personnel and state and local health department personnel in order to improve case reporting and obtain information on treated cases or diagnostic and/or treatment techniques.
- Visits private physicians, schools and local health care facilities to stimulate interest and cooperation in disease control efforts.
- Visits laboratories to obtain listings of reactive bloods and reports of reactive and mildly reactive serologic tests; validates procedures regarding the reporting of reactive tests.
- Performs a variety of educational/informational activities including speaking to professional groups, lay groups and civic groups.
- Provides information and educational materials to local health departments, private physicians, public and civic organizations and to the general public.
- Performs blood sampling and other services to private physicians, hospitals and clinics for the detection of diseases.
- Maintains records and prepares required reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of epidemiology principles and procedures.
- Knowledge of laboratory techniques used to evaluate specimens, appropriate techniques to collect, preserve, and transport specimens, and how to correctly interpret test results.
- Knowledge of drugs used in the treatment of diseases, the CDC treatment guidelines and practices for each disease, and potential side effects of the drugs administered.
- Skill of public speaking.
- Skill to prepare written reports and maintain accurate and organized records.

- Ability to conduct sensitive interviews, investigations, surveys and visits to obtain contact and suspect information.
- Ability to establish effective working relationships with clients, private physicians, laboratory personnel, schools and local and state health department personnel.
- Ability to present information and express ideas clearly and concisely to both professional and lay groups.

MINIMUM QUALIFICATIONS:

Education: Bachelor degree from a regionally accredited college or university with a major in social, natural or behavioral sciences or closely related field.

Experience:

Education & Experience Substitution: Two years of full-time or equivalent part-time investigating paid experience with sexually transmitted diseases/AIDS control.

CLASS TITLE: Public Health Advisor 2:

DISTINGUISHING CHARACTERISTICS:

These positions function at an experienced level by investigating patients with diseases, ensuring they get adequate treatment according to the guidelines established with Centers for Disease Control. They recommend treatments for infected individuals and provide prevention education to at risk patients, students, medical staff, community groups and the general public. Some positions may serve as lead workers. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs complex investigations in identifying and locating patients to curtail the spread of diseases.
- Leads the work of the public health investigators through the assignment and review of work, training others on regular and new work procedures, regulations or policies.
- Conducts field epidemiology of communicable disease outbreaks; discusses diagnostic criteria and treatment regimens with physicians.
- Maintains regular contact with private physicians, laboratory personnel and state and local health department personnel in order to improve case reporting and obtain information on treated cases or diagnostic and/or treatment techniques.
- Visits private physicians, schools and local health care facilities to stimulate interest and cooperation in disease control efforts; provides technical assistance to healthcare providers.
- Visits laboratories to obtain listings of reactive bloods and reports of reactive and mildly reactive serologic tests; validates procedures regarding the reporting of reactive tests.
- Performs a variety of educational/informational activities including speaking to professional groups, lay groups and civic groups.
- Provides information and educational materials to local health departments, private physicians, public and civic organizations and to the general public.

- Performs blood sampling and other services to private physicians, hospitals and clinics for the detection of diseases.
- Maintains records and prepares required reports.
- Consults with other investigators on difficult cases and assists with non-compliant health care providers.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of epidemiology principles and procedures.
- Knowledge of laboratory techniques used to evaluate specimens , appropriate techniques to collect, preserve, and transport specimens, and how to correctly interpret test results.
- Knowledge of drugs used in the treatment of diseases , the CDC treatment guidelines and practices for each disease, and potential side effects of the drugs administered.
- Skill of public speaking.
- Skill to prepare written reports and maintain accurate and organized records.
- Ability to conduct sensitive interviews, investigations, surveys and visits to obtain contact and suspect information.
- Ability to establish effective working relationships with clients, private physicians, laboratory personnel, schools and local and state health department personnel.
- Ability to present information and express ideas clearly and concisely to both professional and lay groups.

MINIMUM QUALIFICATIONS:

Education: Bachelor degree from a regionally accredited college or university with a major in social, natural or behavioral sciences or closely related field.

Experience: 1 to 3 years of full-time or equivalent part-time experience as an investigator in health services.

Education & Experience Substitution: Two years of full-time or equivalent part-time paid experience with sexually transmitted diseases/AIDS control.

Certificates, Licenses, Registrations: None

CLASS TITLE: Public Health Advisor Supervisor

DISTINGUISHING CHARACTERISTICS:

These positions oversee the administration and operation of a statewide disease program. They supervise, monitor and evaluate the field staff. These positions review field records, cases and investigations, making recommendations for appropriate case management and follow-up. They perform quality improvement activities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises subordinate investigators including the review of their work, evaluation of work performance, and recommendations for salary advancements or disciplinary action.

- Reviews and compiles information in order to prepare required federal and state reports and updates such as monthly activity reports, quarterly progress reports, and a yearly grant proposal for funding.
- Prepares and conducts training courses and educational/ informational presentations for varied audiences such as professional groups, lay groups and civic groups, secondary and college level classes, and in-services for teacher and medical personnel.
- Provides technical consultation to public health clinicians and nurses, private medical providers, laboratories, and various state and local organizations and committees.
- Advocates and intercedes on behalf of HIV infected individuals obtaining services and medication from national, state and local social services and health care agencies.
- Provides information and referrals regarding social, medical and community services to the general public, HIV infected individuals and other at-risk persons.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the historical development of and the management techniques and practices applied to the control and prevention of sexually transmitted diseases/AIDS.
- Knowledge of diagnostic procedures and treatment schedule recommendations for sexually transmitted diseases/AIDS.
- Knowledge of federal and state programs as well as laws and regulations relating to sexually transmitted diseases/AIDS.
- Ability to supervise the work of professional and support positions on a statewide basis.
- Ability to prepare written reports in a concise, informative format.
- Ability to present information and express ideas clearly and concisely to both professional and lay groups.

MINIMUM QUALIFICATIONS:

Education: Bachelor degree from a regionally accredited college or university with a major in social, natural or behavioral sciences or closely related field.

Experience: 2 to 4 years of full-time or equivalent part-time experience as an investigator in health services.

Education & Experience Substitution: Two years of full-time or equivalent part-time paid experience with a sexually transmitted diseases/AIDS control. Master's degree in public health or a closely related field may be substituted for one year of experience.

Certificates, Licenses, Registrations: None

CLASS TITLE: Epidemiologist 1

DISTINGUISHING CHARACTERISTICS:

These positions function as disease intervention specialists and perform epidemiological surveillance to identify reportable diseases. They provide input to more senior epidemiologists on design of surveillance systems and studies based on observations in the field and implement studies and surveillance systems. These positions do not have lead worker responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs field investigations for all communicable diseases reported.
- Collects data that can be used in the identification of public health problems and surveillance and assists in the maintenance of databases.
- Assists in conducting scientific literature reviews.
- Assists in collection of data for investigations of acute and chronic health conditions or other adverse outcomes in the population.
- Applies public health interventions based on policies and procedures and under direct supervision.
- Applies laboratory testing results based on policies and procedures in public health interventions.
- Develops informational materials for lay groups, media, and professionals.
- Provides consultative and technical assistance as requested.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and techniques related to epidemiology.
- Knowledge of current developments in epidemiology and the area of disease specialization.
- Knowledge of federal, state and local laws and regulations pertaining to public health.
- Knowledge of the public health system at the federal, state and local levels.
- Knowledge of the risk factors for disease in the area of specialization.
- Ability to implement surveys and studies on a local or regional level in collaboration with senior epidemiologists.
- Ability to interpret rules, regulations, policies, standards and objectives of epidemiologic programs to local health department personnel, medical professionals, community organizations, and the general public.
- Ability to review and interpret information from case investigations and make recommendations on control measures based on standardized protocols.
- Ability to conduct training sessions for local health personnel on proper data collection methods and report preparation.

MINIMUM QUALIFICATIONS:

Education: Bachelor degree in physical, behavioral, natural, sciences field from a regionally accredited college or university or current registered nurse licenses and 1 to 2 years of full-time or equivalent part-time paid experience in conducting epidemiology.

Experience: 0 to 2 years in epidemiology or entomology.

Education & Experience Substitution: None

Certificates, Licenses, Registrations: None

CLASS TITLE: Epidemiologist 2

DISTINGUISHING CHARACTERISTICS:

These positions perform well defined duties, planning and conducting epidemiological investigations. These positions write and disseminate reports and surveillance data. Work includes the direction and participation in investigations and surveys that have national, statewide, or local impacts. They may provide direction and supervision to lower level epidemiologists as Senior Staff/Lead Workers. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Participates in the identification of public health problems by identifying relevant data.
- Participates in calculations of threshold values, conducting scientific literature reviews.
- Oversees in public health surveillance by identifying potential data sources and helping create mechanism for data transfer.
- Plans and proposes policies for responsive disease reporting and investigation system for the entire state and directs adjunctive professionals and clerical staff in its execution.
- Designs epidemiological data collection systems.
- Designs, plans, and conducts epidemiologic investigations and studies.
- Directs the processing and analyzing of collected data in order to determine changes in trends and probable causes of epidemiologic problems.
- Evaluates, prepares, and disseminates educational and other pertinent material related to disease incidence and control.
- Contributes summaries of investigations and other articles to newsletters or other publications.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the theory, principles, practices, and techniques of epidemiological investigation and research.
- Knowledge of current developments in epidemiology, public health, and the field of specialization.
- Knowledge of basic leadership principles and skills.
- Knowledge of public health administration practices and procedures.
- Knowledge of biomedical sciences; of the principles and practices of public health; of the objectives, scope, and functions of state and local health laws and regulations that apply to public health.
- Ability to apply advanced epidemiologic principles and methods in analysis of health data; to understand technical and administrative problems and constraints involved in formulating disease control or prevention recommendations; to evaluate and interpret epidemiological and statistical data; to supervise the work of subordinate professional and paraprofessional staff; and to exercise initiative, resourcefulness, and sound judgment.
- Ability to develop and execute generalized epidemiological studies, and to initiate programs based on findings.
- Ability to establish and maintain effective working relationships with local health officers, associates, professional and lay groups, and the general public.

MINIMUM QUALIFICATIONS:

Education: Bachelor degree in physical, behavioral, natural, sciences field from a regionally accredited college or university or current registered nurse licenses and 1 to 2 years of full-time or equivalent part-time paid experience in conducting epidemiology.

Experience: 2 to 4 years in epidemiology or entomology.

Education & Experience Substitution: None

Certificates, Licenses, Registrations: None

CLASS TITLE: Epidemiologist 3**DISTINGUISHING CHARACTERISTICS:**

These positions have administrative and supervisory duties or they serve at the expert level planning and conducting complex epidemiological investigations and evaluations. They write and disseminate reports and surveillance data. Work includes the direction and participation in investigations and surveys that have national and statewide impacts. These positions manage financial and administrative aspects of the disease surveillance, prevention, and control programs, usually in a specialized area of epidemiology. The Epidemiologist 3 is a technical expert in a specific area and is consulted by citizens, health care and public health professionals. They may handle a single specialized program. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans and oversees implementation of new or innovative disease surveillance, prevention, and control projects of state or national significance involving teams of diverse professionals from public health and other disciplines.
- Supervises staff to include conducting performance evaluations; assigning and reviewing work of staff; trains staff.
- Continuously improves high quality disease surveillance, prevention, and control programs, which usually involves working with teams of multiple discipline professionals.
- Investigates or supervises the investigation of perceived clusters and leads the development and implementation of remediation and other interventions.
- Identifies and develops new and innovative data sources.
- Provides financial management of disease prevention and control programs.
- Leads teams of epidemiologists, physicians, MIS professionals, and others.
- Establishes statewide priorities for disease prevention and control usually in a specialized area of epidemiology, in accordance with national guidelines and best scientific practices.
- Establishes organizational and personnel structure necessary for achieving high quality disease surveillance, prevention and control activities in the area of specialization.
- Prepares federal grants and other funding requests, usually as part of a team process.
- Presents data and information to statewide or national groups.

- Represents the interests of West Virginia disease control and prevention in the area of specialization to statewide and national government or public health officials and national groups.
- Represents the interests of disease control and prevention in the area of specialization to television, print, and other media.
- Represents the interests of disease control and prevention in the area of specialization to other parts of the Bureau for Public Health and the Department of Health and Human Resources.
- Provides consultation to lower level epidemiologists, health care professionals, and local health officials on technical issues.
- Assures that program specific data is complete and accurate, presented professionally, and disseminated broadly.
- Leads the preparation and publication of reports, usually through professional team review.
- Identifies critical research questions for special study and develops and implements needed studies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of leadership and management techniques.
- Knowledge of the theory, principles, practices, current developments and techniques of epidemiological investigation and research.
- Knowledge of public health administration practices and procedures.
- Knowledge of the functions of public health and related fields at the state, local and national levels.
- Knowledge of biomedical sciences and social, economic and political forces that impact on health.
- Knowledge of epidemiology and public health in the area of specialization.
- Knowledge of state and local government structure within West Virginia.
- Knowledge of West Virginia's health care system and the major public and private entities involved.
- Ability to direct complex epidemiological surveillance, disease prevention and control projects involving teams of diverse professionals including public health professionals, information professionals, physicians and other health care professionals, and others.
- Ability to lead or interact with advisory groups composed of community, professional and government leaders.
- Ability to develop and articulate policy recommendations based on scientific data, West Virginia surveillance data, and consensus of advisory groups, and epidemiologic and public health principles.

MINIMUM QUALIFICATIONS:

Education: Bachelor degree in physical, behavioral, natural, sciences field from an regionally accredited college or university or current registered nurse licenses and 1 to 2 years of full-time or equivalent part-time paid experience in conducting epidemiology.

Experience: 4 to 6 years in epidemiology or entomology.

Education & Experience Substitution: None

Certificates, Licenses, Registrations: None

CLASS TITLE: Epidemiology Director

DISTINGUISHING CHARACTERISTICS:

This position serves at the West Virginia State Epidemiologist and is responsible for the supervision and management of the program. This position manages all financial and administrative aspects of disease surveillance, prevention and control programs for the State Department of Health and Human Resources. This position functions largely independently of supervision and directs teams of physicians, and other epidemiologists and other health care professionals. This level handles multiple diverse programs. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Oversees multiple new or innovative disease surveillance, prevention and control projects of state or national significance involving multiple teams of diverse professionals from public health and other disciplines.
- Provides leadership that encourages continuous improvement of disease surveillance, prevention, and control programs.

- Oversees the development and implementation of new and innovative methods for disease surveillance and control.
- Oversees the financial management of multiple disease prevention and control programs.
- Leads multiple teams of epidemiologists, physicians, MIS professionals, and others.
- Promotes the establishment of statewide priorities for disease prevention and control in accordance with national guidelines and best scientific practices.
- Establishes and maintains an administrative and organizational structure necessary to support high quality disease surveillance, prevention and control programs for the State of West Virginia.
- Oversees federal grant preparation and preparation of other funding requests.
- Presents data and information to statewide or national groups.
- Represents the interests of West Virginia disease control and prevention to state and national government officials, public health officials from the state and national level, and national organizations.
- Represents the interests of disease control and prevention to television, print and other media, and to the Communications Officer for the Department of Health and Human Resources.
- Represents the interests of disease control and prevention to state legislators and other state government officials.
- Consults other epidemiologists and local health officials on administrative and technical issues.
- Assures that West Virginia data is complete and accurate, presented professionally, and disseminated broadly.

- Oversees the preparation and publishing of reports, usually through teams of professionals.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of leadership and management techniques.
- Knowledge of the theory, principles, practices, current developments and techniques of epidemiological investigation and research.
- Knowledge of public health administration practices and procedures.
- Knowledge of the principles of public health management and leadership.
- Knowledge of the functions of public health and related fields at the state, local and national levels.
- Knowledge of biomedical sciences and social, economic and political forces that impact on health.
- Knowledge of current events and the media market of West Virginia.
- Knowledge of state and local government structure within West Virginia.
- Knowledge of West Virginia's health care system and the major public and private entities involved.
- Skill in oral and written communication to diverse local, statewide and national audiences of public health professionals, lay audiences, legislators, government officials, reporters, and other professional groups and organizations.
- Ability to oversee lower series level epidemiologists who are performing advanced level work.
- Ability to lead and/or interact with advisory groups composed of professionals, and community and government leaders.
- Ability to oversee and guide development and promulgation of policy recommendations based on scientific data, West Virginia surveillance data, and consensus of advisory groups, and epidemiologic and public health principles.

MINIMUM QUALIFICATIONS:

Education: A doctorate degree from an regionally accredited college or university in epidemiology, public health, veterinary medicine, preventive medicine, medicine, biological, physical, behavioral or environmental sciences including at least two courses in epidemiology covering additional epidemiology principles, methods and design concepts or at least two courses in statistical design and methods courses for the behavioral sciences, or at least two publications in two different peer-reviewed journals, and at least one course in biostatistics or other research-oriented statistics course; AND 6 to 8 years full-time or equivalent part-time paid experience in epidemiology, of which three years full-time or equivalent part-time paid experience must have been in an epidemiology supervisory capacity.

Experience: None

Education & Experience Substitution: Master's degree from an regionally accredited college or university in epidemiology, public health, biology, physical, behavioral, natural, or veterinary sciences, preventive medicine, or medicine including two courses in epidemiology and one course in biostatistics; AND 10 to 12 years of full-time or equivalent part-time paid professional

experience in epidemiology, including six years of full-time or equivalent part-time paid professional experience in management of an epidemiological program.

Certificates, Licenses, Registrations: None

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