

## POSITION DESCRIPTION

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<b>Classification:</b>	Lead Epidemiologist
<b>Title:</b>	Lead Epidemiologist
<b>Employee Name:</b>	<b>Vacant</b>
<b>Program:</b>	Assessment
<b>Division:</b>	Prevention Services
<b>FTE:</b>	1.00
<b>FLSA:</b>	Non-Exempt
<b>Represented Status:</b>	PROTEC17 - Allied Health Professional Unit
<b>Salary Range:</b>	TBD
<b>Position Number:</b>	TBD
<b>Effective Date:</b>	2021

### Definition:

Under direction of the Prevention Services Assistant Director, or designee, will perform a variety of highly responsible, advanced epidemiological activities related to collection of epidemiological data, researching, analyzing and interpreting health-related characteristics of the population to identify the distribution of diseases, spectrum of behaviors and relevant conditions. Proposes and/or initiates investigations, analysis, and reports. Designs major projects and performs complex analysis. The incumbent may also work in collaboration across divisions, leadership and/or interdisciplinary teams in support of district-wide administrative functions. Consults with and takes strategic or tactical direction from the Health Officer when appropriate.

The Lead Epidemiologist serves as the lead for the Assessment program at the Health District. This position is responsible for independently planning, coordinating, and conducting advanced epidemiologic surveillance and studies. The incumbent will be responsible for coordinating workflow across the program and serve as the main point of contact for staff in the agency who need support from the Assessment program. Additionally, leads consultative services on disease investigation, outbreaks, surveillance, regulations governing compliance, general epidemiological questions, research methodology, and study findings.

Work is performed under limited supervision. Incumbent will complete the work within the specified timeframe and is responsible for the work performed. Prepares and carries out assignments and handles problems and deviations in accordance with experienced judgment, instructions, policies, procedures and/or accepted practices. The incumbent coordinates work with others and uses independent judgment concerning appropriate methods and procedures and keeps the Assistant Director regularly informed of progress, and workload concerns.

### Examples of Work Performed:

- Serves as a direct and principle source of technical assistance, guidance to program staff and coach/mentor other Epidemiologists in the District.
- In consultation with the Assistant Director assigns work projects within the program.
- Makes recommendations to Assistant Director/Director concerning policies and procedures, staffing and programmatic needs.
- Provides support to Environmental Health Division at the request of the Environmental Health Division Director or Assistant Director with advice and consent from Prevention Division leadership and/or the Health Officer.
- Takes responsibility for onboarding of new staff within the Assessment program.
- Provides feedback/coaching to staff on interactions and work product.

- Reviews staff work for accuracy, appropriateness and completeness.
- As needed acts as the liaison between Divisions and the Assessment program.
- Develops good working relationships with healthcare provider offices, hospitals, schools, and other healthcare facilities in the county in order to facilitate collection of quality data.
- Leads the development and maintenance of a system of standard data collection and analysis for applicable Health District programs.
- Performs statistical analyses of health data, e.g., descriptive analysis, univariate analysis, trend analysis, multiple logistic regression, survival analysis, etc.
- Compiles, maintains, and analyzes health data and reports.
- Identifies and develops data sources and databases.
- Coordinates activities with Health District staff, public health staff working in a similar program area at other local public health agencies, and the Washington State Department of Health.
- Writes reports of epidemiological investigations and analyses of health-related data. Performs statistical analyses of health data, e.g., descriptive analysis, univariate analysis, trend analysis, multiple logistic regression, survival analysis, etc.
- Compiles, maintains, and analyzes health data and reports.
- Identifies and develops data sources and databases.
- Coordinates activities with Health District staff, public health staff working in a similar program area at other local public health agencies, and the Washington State Department of Health.
- Writes reports of epidemiological investigations and analyses of health-related data.
- Is able to perform all duties of Epidemiologist I or II classification.

#### **Health Assessment Data**

- Works with the Health District leadership, managers, staff and the community to develop and maintain a Community Health Assessment information system for Snohomish County, including an inventory of available assessment data and identification and prioritization of new or updated community health information needs.
- Responsible for ensuring the Community Health Assessments to meet Washington State and national accreditation standards for public health.

#### **Communicable Disease and Response Functions**

- Provides 24/7 call coverage during non-business hours (evenings, weekends and holidays) as part of a rotation. When on first call, act as the primary point of contact for receiving, triaging, and responding in a timely manner to notifications of communicable disease reports from health care providers, laboratories, veterinarians, or other public health agencies.
- Leads the development and implements standard protocols for evaluating local disease surveillance information.
- In coordination with the Communicable Disease Supervisor leads any disease investigation response.
- Provides and develops educational and/or skill development training pertaining to disease surveillance and response for program staff, local public health staff, schools, and the health care community.
- Provides epidemiology support for outbreak investigation within the Region to other local health departments.
- When needed, functions as CD Program team member and assists in communicable disease investigations and reports case information to DOH using Washington Disease Reporting System (WDRS).
  - Conduct in-depth surveillance activities and case investigations, including medical record data abstraction for suspected or confirmed disease cases and for disease-free persons for comparison
  - Collect and organize health-related data. Check data for completeness, accuracy and compliance with survey protocols including follow-up data sampling audits. Review medical records to confirm appropriate diagnosis and treatment
  - Coordinate and conduct follow-up investigation of cases with health district and other staff
- Participates in development of program disease investigation/surveillance protocols and program policies as needed.

- Collaborates with community healthcare providers to provide education regarding communicable disease testing, disease protocols, and reporting.

**Associated Duties:**

- Perform other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of and demonstrated ability to apply advanced epidemiologic principles, practices and techniques.
- Knowledge of and ability to apply advanced inferential statistics to work performed.
- Knowledge of the basic facts relating to occurrence and prevention of infectious diseases.
- Knowledge of the principles and practices of public health.
- Knowledge of the principles and techniques used in investigation of disease outbreaks.
- Knowledge of conducting health surveys.
- Ability to develop and execute epidemiological studies and interpret results.
- Ability to gather, organize and present facts and statistical data in a clear, concise and logical manner, both orally and in writing.
- Ability to develop, maintain, manipulate and statistically analyze databases of considerable size and complexity using at least one computer statistical software package, e.g. SPSS, STATA, SAS.
- Ability to work in NT or windows environment with experience in MS Word, Excel, and Access.
- Ability to exercise initiative, tact, discretion and judgment in carrying out work.
- Ability to work independently, but in a team-oriented work environment maintaining effective working relationships with staff, other health district/departments, colleagues, public and private officials and community groups, cultural diverse groups, and the general public.

**Job Location, Working Conditions and Equipment Utilized:**

Work is performed in a variety of settings, such as an office cubicle and various community-based settings utilizing agency vehicles, telephones, audio-visual equipment and other standard office equipment including a personal computer. The incumbent will generally work in an office setting or out in the community at medical clinics and other various settings. The noise level in the work environment is usually moderate. Work will include traveling to healthcare clinics and other community partner locations in Snohomish County and Region 1; may include local or statewide travel for meetings and other forums. Travel may be required to early morning and evening meetings, with potential for overnight travel for state meetings.

**Required Physical Traits:**

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations.
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel crouch, or crawl; and smell in the performance of field and office duties.
- Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally with or without assistance (example: a box of copy paper).
- Requires ability to drive an automobile and/or have sufficient mobility to access various work locations.
- Requires the ability to communicate with others orally, face to face and by telephone.

**Education and Experience Required:**

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Education: A Master's degree in Epidemiology or Public Health or a closely related field including 12 graduate quarter hours in epidemiology and 12 graduate quarter hours in biostatistics.

Experience: Three (3) year of experience in epidemiology research and analysis.

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

**Licenses, Certifications and Other:**

- Evidence of quantitative analysis skills and experience as documented by publication in a peer reviewed journal, *preferred*.
- Experience in a communicable disease control area.
- Experience with one or more of the statistical software (e.g. STATA, SAS, SPSS), ArcView software and Geographic Information System (GIS).
- Minimum of two years of work experience in a public health agency.
- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Background check pursuant to RCW 43.43.830

**Acknowledgement: Position description reviewed by Employee and Manager**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Health Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.