

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**EPIDEMIOLOGIST MANAGER**

**JOB DESCRIPTION**

Employees in this job direct professional subordinate positions in the management of epidemiological investigations of occupational health/environmental diseases, infectious diseases, chronic diseases, and other health issues. The work requires the use of considerable independent judgment and thorough knowledge of epidemiology. Knowledge of managerial techniques, personnel policies, and procedures is also required.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Epidemiologist Manager-2**

**Epidemiologist Manager 13**

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title – Epidemiologist Manager-3**

**Epidemiologist Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title – Epidemiologist Manager-4**

**Epidemiologist Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

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### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Formulates policies, procedures, and plans for the conduct of existing and new sub-programs in epidemiological control and assessment.

Plans and develops grant applications for various funds which are available to develop programs to investigate epidemiological problems.

Determines the adequacy and progress of work projects in epidemiology control.

Directs the investigation of disease outbreak, communicable diseases, chronic illness conditions, disease risk factors, or other adverse health outcomes.

Directs and coordinates the design and management of the surveillance of diseases of public health importance and conducts the analysis of the data.

Plans, designs, and coordinates special projects investigating epidemiological problems.

Oversees the collection of data from local agencies, interviewing cases, and controls.

Coordinates and reviews epidemiological analyses of environmental chemical exposures or health effects from such exposures.

Directs corrective action to prevent or alleviate public health problems.

Performs related work as assigned.

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### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of the basic principles and methods of epidemiology.

Thorough knowledge of biostatistics as applied to epidemiology.

Thorough knowledge of the methods to control communicable and chronic health problems.

Thorough knowledge of the application of computers to the analysis and management of epidemiological data.

Thorough knowledge of departmental rules, regulations, and policies related to the work.

Thorough knowledge of the transmission of infectious diseases and the pathologic processes leading to disease.

Some knowledge of training and supervisory techniques.

Some knowledge of equal employment opportunity policies and procedures.

Some knowledge of employee policies and procedures.

Some knowledge of labor relations.

Ability to instruct and evaluate employees.

Ability to conduct methodological researches starting with the assignments of a project through the various steps including the reporting of results.

Ability to prepare technical reports, records, and papers.

Ability to communicate effectively.

#### **Working Conditions**

None.

#### **Physical Requirements**

None.

#### **Education**

Possession of a master's degree in epidemiology or public health with a minimum of 8 semester (12 term) graduate-level hours in epidemiology and biostatistics courses.

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### Experience

#### Epidemiologist Manager 13

Three years of professional experience equivalent to an Epidemiologist, including two years equivalent to an Epidemiologist P11 or one year equivalent to an Epidemiologist 12.

#### Epidemiologist Manager 14

Four years of professional experience equivalent to an Epidemiologist, including three years equivalent to an Epidemiologist P11, two years equivalent to an Epidemiologist 12, or one year equivalent to an Epidemiologist Manager 13 or Epidemiologist Specialist 13.

#### Epidemiologist Manager 15

Five years of professional experience equivalent to an Epidemiologist, including two years equivalent to an Epidemiologist Manager 13 or Specialist 13, or one year equivalent to an Epidemiologist Manager 14 or Epidemiologist Specialist 14.

### Special Requirements, Licenses, and Certifications

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

#### Job Code

EPIDMLMGR

#### Job Code Description

Epidemiologist Manager

#### Position Title

Epidemiologist Manager-2

Epidemiologist Manager-3

Epidemiologist Manager-4

#### Position Code

EPIDMGR2

EPIDMGR3

EPIDMGR4

#### Pay Schedule

NERE-120

NERE-121

NERE-110

ECP Group 3  
Revised 2/9/07  
TeamLeaders