

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

EPIDEMIOLOGIST SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for an epidemiology program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title - Epidemiologist Specialist-2

Epidemiologist Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title - Epidemiologist Specialist-3

Epidemiologist Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

Position Code Title - Epidemiologist Specialist-4

Epidemiologist Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to a deputy director, chief deputy director, or unclassified equivalent.

NOTE:

There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

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.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Works with scientific specialists in other state agencies to develop inter-departmental epidemiological policies and procedures, representing, in particular, the area of specialty of his/her epidemiology program.

Prepares technical sections of proposed epidemiological control legislation and regulation pertinent to his/her specialized epidemiology program. Provides review and comment on technical sections of proposed epidemiological control legislation and regulation pertinent to other specialized epidemiological programs.

Serves as an expert witness in litigation involving his/her specialized epidemiological program.

Develops the most technical and difficult scientific documentation for criteria and rationale for evaluation of disease or condition surveillance data for a specialized epidemiological program as well as development of criteria and rationale for the program as necessary.

Serves as the lead on the most difficult and highly complex technical epidemiological issues for a specialized epidemiological program.

Works with state and local program personnel on the methods and procedures for doing epidemiological investigations and analyses.

Works with state and local program personnel on the development of interventions, including policy and practice changes needed to respond to public health needs.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge and specific training in the general principles, practices, and procedures of epidemiology.

Knowledge of the basic principles and methods of epidemiology.

Knowledge of biostatistics as applied to epidemiology.

Knowledge of the methods to control communicable and chronic health conditions.

Knowledge of the application of computers to the analysis and management of epidemiological data.

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

Knowledge of the methods used to organize and analyze large sets of health data.

Knowledge of the organization and functions of the state and local public health departments.

Knowledge of the methods used to conduct epidemiologic investigations.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to design and use data collecting instruments, such as survey forms and questionnaires.

Ability to analyze surveillance data and other information for the purposes of determining the need for epidemiologic investigations.

Ability to derive concepts of causality from the results of epidemiologic analyses.

Ability to organize results of studies into written form for publication, presentation, or dissemination.

Ability to formulate policies and practices for interventions indicated by epidemiologic analyses.

Ability to plan and conduct research projects.

Ability to organize raw data in forms suitable for epidemiologic analysis.

Ability to prepare technical reports, records, and papers related to the work.

Ability to maintain records and conduct correspondence related to the work.

Ability to maintain favorable public relations.

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.

Experience

Epidemiologist Specialist 13

Four 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 Specialist 14

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

Epidemiologist Specialist 15

Six years of professional experience equivalent to an Epidemiologist, including three years equivalent to an Epidemiologist 12, two years equivalent to an Epidemiologist Specialist 13, or one year equivalent to an 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

EPIDMLSPL

Job Code Description

EPIDEMIOLOGIST SPECIALIST

Position Title

Epidemiologist Specialist-2

Epidemiologist Specialist-3

Epidemiologist Specialist-4

Position Code

EPIDSPL2

EPIDSPL3

EPIDSPL4

Pay Schedule

H21-016

H21-018

H21-019

SA

10/25/2015