

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

EPIDEMIOLOGIST

JOB DESCRIPTION

Employees in this job complete or oversee professional, epidemiological, investigative work by assisting in the design, conduct, and analysis of epidemiological investigations for disease surveillance or special studies. The purpose of the work is to identify causative agents or conditions resulting in adverse health effects, provide data and information concerning corrective actions or programs to alleviate adverse health effects, and propose practices or policies based on findings that will preserve or promote public health.

There are three classifications in this job.

Position Code Title – Epidemiologist-E

Epidemiologist 10

This is the intermediate level. The employee carries out a range of professional epidemiological assignments in a developing capacity.

Epidemiologist P11

This is the experienced level. The employee performs a full range of professional epidemiological assignments in a full-functioning capacity. Considerable independent judgment is required to carry out assignments that have significant impact on services and programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Epidemiologist-A

Epidemiologist 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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

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position are included, nor is it expected that all positions will be assigned every duty.

Participates in disease outbreak investigations, including collecting data from local agencies and interviewing cases and controls.

Assembles data bases and other information, such as literature articles, for analysis of health problems.

Proposes or initiates epidemiological investigations of communicable disease outbreaks, chronic illness conditions, disease risk factors, or other adverse health outcomes.

Participates in the design and management of surveillance systems for diseases of public health importance.

Performs epidemiological and statistical analyses on data and prepares results for review.

Performs epidemiological analyses of environmental chemical exposure or health effects from such exposure.

Provides epidemiological analysis or interpretation of data and information for persons having responsibility for program or policy development.

Identifies or proposes corrective action or interventions to prevent or alleviate public health problems based on epidemiological findings.

Collects disease or condition surveillance information and analyzes surveillance data.

Produces routine statistical summary reports and special reports as needed.

Trains interviewers and clerical staff in the conduct of investigations.

Conducts previously developed case control, cohort, or cross sectional studies to identify the incidence, prevalence, or causes of human morbidity or mortality.

Disseminates results of investigations, special studies, routine surveillance, and analyses of health outcome data.

Develops and conducts training for local staff in the conduct of investigations.

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

Performs related work as assigned.

Additional Job Duties

Epidemiologist 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Epidemiologist 12 (Senior Worker)

Performs on a regular basis professional epidemiological assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the basic principles and methods of epidemiology.

Knowledge of bio-statistics 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 epidemiological investigations.

Ability to plan and conduct research projects.

Ability to organize raw data in forms suitable for epidemiological 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 communicate effectively with others.

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Ability to maintain favorable public relations.

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 epidemiological investigations.

Ability to develop proposals for interventions indicated by epidemiological analyses.

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

Additional Knowledge, Skills, and Abilities

Epidemiologist 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

None.

Physical Requirements

None.

Education

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

Experience

Epidemiologist 10

No specific type or amount is required.

Epidemiologist P11

Two years of professional experience carrying out a variety of surveys, investigations, tests, and analyses of human disease and chronic health conditions, including one year equivalent to an Epidemiologist 10.

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Epidemiologist 12

Three years of professional experience carrying out a variety of surveys, investigations, tests, and analyses of human disease and chronic health conditions, including one year equivalent to an Epidemiologist P11.

Alternate Education and Experience

Epidemiologist P11

Possession of a doctorate degree in epidemiology may be substituted for the experience requirement.

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
EPIDMLGST

Job Code Description
Epidemiologist

Position Title
Epidemiologist-E
Epidemiologist-A

<u>Position Code</u>	<u>Pay Schedule</u>
EPIDGSTE	H21-006
EPIDGSTA	H21-013

ECP Group 2
Revised 6/1/06
TeamLeaders