

## PUBLIC HEALTH EPIDEMIOLOGY SUPERVISOR

### NATURE OF WORK

This is highly responsible professional, technical, administrative and supervisory work coordinating advanced epidemiologic and geo spatial analytics and consultative work in community health assessment, surveillance, detection and prevention of diseases, environmental exposures, and injury.

Work involves responsibility for serving as the Supervisor for epidemiology and GIS services in the Health Department, leading and supervising a team of professional, technical and support staff engaged in developing and conducting community health assessments and surveillance to monitor health status, environmental exposures and identify trends or outbreaks of diseases or other adverse health events; provides data and information to reduce adverse health effects and propose evidence-informed practices or policies to promote and protect public health. Work also includes managing efficient and effective public health epidemiology program; providing scientific, administrative, and program direction and leadership for the epidemiology program; plans, assigns, schedules, prioritizes, directs and coordinates the work of epidemiologists, GIS analysts, surveillance analysts, investigators and other staff. Work requires considerable independent judgment and advanced knowledge of applied epidemiology for public health practice. Work is performed under the general supervision of the Division Manager, and reviewed through conferences, reports and outcomes achieved.

### EXAMPLES OF WORK PERFORMED

Acts for the Division Manager in his/her absence.

Directs identification of public health problems pertinent to the community, surveillance activities; investigation of acute and chronic conditions or other adverse outcomes in the population; and management of data from surveillance, investigations, or other sources; evaluation, analysis of data, conclusions and interpretations.

Directs Epidemiology staff to provide leadership to quality improvement processes, innovative approaches to reach diverse and susceptible populations, and customer discovery initiatives.

Directs or manages epidemiology staff to support Department strategies to achieve performance indicators, goals and objectives.

Coordinates outbreak investigations with Communicable Disease and/or other Department Programs. Fulfills epidemiology role in Incident Command System.

Directs the design and use of databases for analysis of health problems, environmental exposures, surveillance systems and instruments for the collection of surveillance information and data.

Directs the development and conduct of epidemiologic studies for community health planning, and application of methods for advanced descriptive and comprehensive analyses of surveillance data.

Directs, develops, implements and monitors organizational performance measures.

Provides technical assistance to communities and outside partners with respect to surveillance, performance measurement, data and evaluation; acts as liaison to outside data-generating entities to develop and maintain partnerships for sharing and using data.

Directs or formulates policies, procedures and plans for epidemiologic analysis, assessment and data dissemination.

Assists in city and grant budget preparation and justification; provides fiscally responsible program oversight; monitors revenues, expenditures, staff time and activity.

Coordinates presentations for and communications with the Mayor, City Council, County Board, Board of Health, Planning Commission, various committees, and other entities.

Selects, supervises and evaluates professional, technical and support staff.

Participates in coordination of community planning and emergency response to potential and actual public health emergencies.

Directs epidemiologic technical support and consultation for evaluation of programs, survey design and development, performance measure design and development.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of assessment and identification of public health problems in community.

Thorough knowledge of surveillance methodology, information systems and determining data needs.

Considerable knowledge of design for public health studies, investigations, and evaluation.

Ability to apply critical thinking to determine whether a public health problem exists including validation and verification to the data and its completeness and accuracy.

Ability to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

Ability to direct investigation of acute and chronic conditions or other adverse outcomes in the population.

Ability to use and follow ethical and legal principles in design and implementation of data collection, analysis and dissemination.

Ability to apply public health informatics knowledge and skills in design, development and implementation of all data management activities, including data collection, processing and analysis.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's degree in public health, epidemiology, biostatistics or related field plus six years of experience in public health epidemiology; or any combination of training and experience that provides the desirable knowledge, abilities and skills.