

## EPIDEMIOLOGICAL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the supervision of the Epidemiological team, including professional, technical and support staff. They will be responsible for developing and conducting community health assessments and surveillance to monitor health status, environmental exposures, and identifying trends or outbreaks of disease or other adverse health events. They will be responsible for the implementation of disease control measures and assisting with the development of policies and procedures for new and existing programs. They will also be responsible for managing an efficient and effective public health epidemiology program and providing scientific, administrative, and program direction and leadership for the disease surveillance and investigation department.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Responsible for supervision of staff, including professional, technical, and support

Epidemiological staff;

Assurance of adherence to time and attendance policies and approval of time request/verification of time worked;

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

Responsible for assisting in the design and implementation of disease surveillance systems, investigations, and control methods;

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Will work in collaboration with Community Health, Public Health Education and other public health departments to create and implement education programs for public health staff and the community and enhance knowledge of disease prevention and control;

Directs or manages Diseases Surveillance and Investigations and Quality and Training staff to develop and support department strategies to achieve performance indicators and objectives;

Provides physicians and health care providers with technical information regarding disease trends and clinical management to improve the practice of medicine for diseases of public health importance;

Coordinates outbreak investigations with DSI staff, NYSDOH staff and other departments;

Assists in the development and updating of policies, procedures, and plans for epidemiologic analysis, assessment and data dissemination;

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

Assists with and participates in health improvement initiatives in the community and represents the Department of Public Health;

Assures staff development and training needs are met;

Promotes communication and problem solving within the team. Mentors staff or ensures that mentoring needs are met;

Functions in on-call role on a rotating basis. May be required to report to the office or a different location based on organizational needs;

**EPIDEMIOLOGICAL SUPERVISOR****Page 3**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Extensive knowledge of assessment and identification of public health problems in the community. Knowledge of surveillance methodology, information systems, and determining data needs. Experience with infection control practices and procedures. Considerable knowledge of state and local public health and individual health concerns and programs. Knowledge of the diverse population the program serves. Ability to direct investigation of acute and chronic conditions or other adverse outcomes in the population. Knowledge of diverse computer systems and programs. Ability to use and follow ethical and legal principles in the design and implementation of data collection, analysis and dissemination. Ability to supervise and evaluate the work of others. Ability to communicate effectively, both verbally and in writing. Ability to prepare information for the news media, public health programs and the general public for purposes of disease control. Ability to apply critical thinking to determine whether a public health problem exists including validation and verification of the data to its completeness and accuracy. Organization, time management, flexibility and a positive attitude are critical to successful performance.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in epidemiology, biology, public health, or health sciences field; AND four (4) years of combined professional experience in supervision, administration and epidemiological investigations;
- or

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- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in epidemiology, biology, public health, or health sciences field; AND four (4) years of professional experience in supervision, administration and at least 2 years' experience in epidemiological investigations; or
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in epidemiology, biology, public health, or health sciences field; AND four (4) years of professional experience in supervision and administration of staff, and at least 4 years' experience in epidemiological investigations.

**SPECIAL REQUIREMENTS:** Valid and unrestricted driver's license.