



COCHISE COUNTY
Created: 11/19
Unclassified/Exempt

EEO FUNCTION/CATEGORY: 8/2
CLASS CODE: 1061
PAY BAND: D

EPIDEMIOLOGIST

The following information on this classification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this classification. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of their assigned classification.

NATURE OF WORK: Under general supervision, performs professional work of considerable difficulty in the development and compilation of case review summaries; and implementation, and management of a fatality review team; performs related duties as assigned.

ESSENTIAL FUNCTIONS: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TYPICAL DUTIES: (Illustrative only)

- Develops, oversees, and tracks progress of both the Suicide and Overdose Fatality review boards;
- Mobilize, coordinate, and convene two fatality review boards;
- Compiles medical, dental, and behavioral health records to develop case summaries for each decedent;
- Analyzes trends and provides projections for program planning, evaluation, and development;
- Reviews complex data and recommends appropriate actions;
- Evaluates and creates reports for fatality review team recommendations;
- Coordinates with related state, federal, and local agencies, clinics, hospitals, and laboratories;
- Interacts with physicians, laboratory staff members, and clinical service providers;
- performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable Knowledge of:

- Surveillance program design and management;
- Use of computerized data bases for disease monitoring and trend analysis;
- Research protocols and bio-statistical analysis;
- Project management and tracking;
- Convening and facilitation of workgroups;
- Training program design and presentation.

Ability to:

- analyze complex data and suggest appropriate actions, policies, and solutions;
- utilize effective communication skills in public speaking;
- develop and implement specialized programs;
- establish and maintain effective working relationships with employees, medical professionals, other agencies and the public;
- read, write and speak English;
- follow written and verbal instructions;
- communicate effectively verbally and in writing.

PHYSICAL DEMANDS: Positions in this classification typically require Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important.

WORK ENVIRONMENT: Incumbent generally performs work in a typical office setting with appropriate climate controls and travel between work locations.

MINIMUM QUALIFICATIONS: Master's degree in epidemiology or closely related field, and two (2) years epidemiological experience within the public health area; OR, any combination of education, training and experience which demonstrates the ability to perform the duties of the position.

PREFERENCES: Skill to dissect medical, dental, and behavioral health records for case presentation to the fatality review boards. Individual must be highly organized and able to facilitate a review board meeting.

Reasonable accommodations will be made for those that are able to perform the essential functions of the job with or without accommodation.
