



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HEALTH CLINICS DIVISION (340-065)

DATE: 8/13/2015

CURRENT POSITION TITLE:

CURRENT SLOT# : \_\_\_\_\_

REQUESTED POSITION TITLE: **EPIDEMIOLOGIST II**

NEW SLOT # \_\_\_\_\_ 065-G001

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other Position Title Change *DM*

\* Civil Service Positions are submitted to the Civil Service Commission.

### POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00      \$ 54,000.00      \$ 54,000.00  
Current G&S/ Budgeted Salary      Proposed G&S/ Budgeted Salary      Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other    100% Funded by IDCU/EBOLA FY Grant. Grant period is 09/01/15 to 08/31/17.

### POSITION Type:

Full Time Employee Object 113     Part Time Employee Object 114     \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_  
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

\_\_\_\_\_  
Start Date                      End Date                      Working Days & Hours                      Hours Per Week                      Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:                      FLSA:  
Exempt                                            Exempt                        
Non-Exempt                                            Non-Exempt                        
N/A                     

### JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Hidalgo County has received the Infectious Disease Control Unit / Ebola grant with an effective date of 09/01/15. The Statement of Work in the grant is that Hidalgo County retain and Epidemiologist dedicated to notifiable conditions surveillance and epidemiology activities. This grant will

fund this position at 100%.

**NEW POSITION:** Brief job description and attach a copy of the new job description.


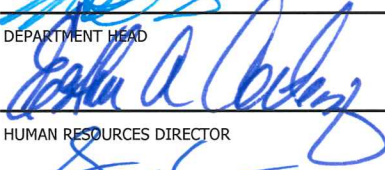

See attached job description.

**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	<u>08/13/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>8/14/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>8/17/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____

# **HIDALGO COUNTY HEALTH & HUMAN SERVICES**

## **EPIDEMIOLOGIST II**

### **GENERAL DESCRIPTION**

Performs moderately complex (intermediate-level) epidemiological work; under the direction of the Chief Academic Officer or designee, performs public health disease surveillance activities related to infectious disease and outbreaks. Assists with office functions, performs data entry and serves as a resource. "On-call" availability required; may perform surveillance and epidemiology activities during other major outbreaks and/or disasters. Performs work in a professional, responsible and timely manner ensuring the collection of information in a confidential, accurate, and consistent manner. Responsibilities are performed with moderate latitude for use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Analyzes epidemiological data through the use of statistical measures

Abstracts epidemiological health data from the medical records of private medical providers and public health

Disseminates the results of investigations, special studies, and surveillance

Participates in analyzing, planning, developing, coordinating, and conducting specific epidemiological investigations or studies

Collects epidemiological data for the surveillance of specific diseases and conditions

Arranges for the cooperative use of epidemiological data with other agencies, other states, and national organizations such as the U.S. Center for Disease Control

Works with other health personnel in the control of public health problems

May coordinate with others to assist in the collection of epidemiological data

Conferring with local health agencies, private physicians, individuals, and/or community action groups regarding the treatment, control, or prevention of infectious diseases and other illnesses and/or injuries

Work on and complete project-based tasks, such as data analyses, reports and other analytic tasks

Collect specimens, maintain inventory of specimen collection kits and related supplies

Educating partners about proper specimen collection and storage techniques and all aspects of shipment of specimens to State or other laboratories when indicated

Responsible for data entry and inventory management systems

Assists with creating fact sheets, brochures, and educational literature regarding infectious diseases

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Master Degree in Epidemiology, Biostatistics, Public Health, or related field of study is required.

Must be proficient in lab and clinical analysis/identification of Infectious Diseases.

Minimum 2 years of experience in infectious disease, public health, data entry or related work is preferred.

### **Certificates, Licenses, Registration**

Employee must have a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by the County's insurance carrier

### **Knowledge, Skills, and Abilities**

Ability to maintain confidentiality and knowledge of HIPAA requirement

Moderate knowledge of medical terminology and Texas public health laws

Knowledge of computer software (i.e. Microsoft Office, Adobe, Epi-Info, SAS, R, SPSS)

Skill in problem solving

Skill in communicating effectively orally and in writing

Bilingual English/Spanish preferred

Skill in preparing technical reports in a clear and concise manner

Skill in proofreading and editing documents

Ability to maintain effective working relationships with managers, co-workers, the public and professional groups

Ability to organize and prioritize workload and meet deadlines

Ability to work independently

Ability to work on multiple tasks at the same time

May be required to work other than normal hours including weekends and holidays

Must provide your own dependable transportation (automobile)

**IMMUNIZATION/TB SCREENING REQUIREMENTS:**

Employees may be required to receive immunizations recommended by the ACIP, ACP, and DSHS based on anticipated disease exposure (e.g. influenza, hepatitis B, rabies, and possible novel vaccines (i.e. anthrax and smallpox vaccines)).

TB skin testing will be required initially and periodically.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations