



# COUNTY OF HIDALGO

## Department of Human Resources



Job Title: **COVID-19 EPIDEMIOLOGIST**  
Grade: 13

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### GENERAL DESCRIPTION

Performs moderately complex (entry-level) epidemiological work; under the direction of the Chief Administrative Officer or designee, and performs public health disease surveillance activities related to COVID-19. Assists with office functions, performs data entry and serves as a resource. "On-call" availability required; may perform surveillance and epidemiology activities during other COVID-19 related 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 COVID-19 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

Performs related work as assigned

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conferring with public health agencies, medical providers, individuals, and/or community-based groups regarding the treatment, control, or prevention of COVID-19 and related infectious diseases and/or outbreaks of these conditions

Collect, process, and ship biological specimens, while maintaining inventory of specimen collection kits and related supplies

Educating partners about specifics of COVID-19 and related infectious diseases, proper specimen collection and storage techniques, and reporting of notifiable conditions

Responsible for data entry and inventory management systems

Assists with creating fact sheets, brochures, and educational literature regarding COVID-19 and related diseases

Perform all other duties as assigned

#### **EDUCATION AND EXPERIENCE**

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Laboratory Sciences, Microbiology, Public Health, or related field of study required

Preferred: Master Degree in Epidemiology, Biostatistics, Public Health, or related field of study

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

Minimum 6 months of experience in health, data entry or related work is preferred

#### **CERTIFICATES, LICENSES AND REGISTRATION**

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

Limited knowledge of medical terminology and Texas public health laws

Good verbal and written communication skills required

Knowledge of computer software

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 nights, weekends, and holidays.

Must provide your own dependable transportation (automobile)

#### **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
- standing 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

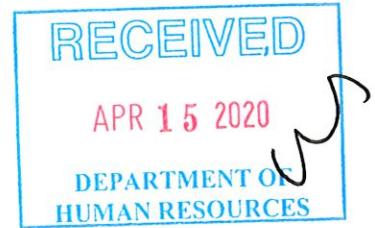
Maintain effective audio-visual discrimination and perception needed for:

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



# COUNTY OF HIDALGO

## Department of Human Resources



Job Title: **COVID-19 LICENSED VOCATIONAL NURSE II**  
Grade: 11

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### GENERAL DESCRIPTION

This position provides routine (journey-level) vocational nursing work related to COVID-19 response. Performs investigative, advisory and educational activities for county public health preparedness and response activities. Coordinates and provides technical assistance to program staff, governmental agencies, and community organizations; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Participates as a member of the Public Health Preparedness Response Team (PHPRT); shall respond to all bio-terrorism events or large disease outbreaks and other Public Health emergencies anywhere in the state. Will be required to be "on-call" as assigned or during an event.

### EXAMPLES OF WORK PERFORMED

Reviews specialized studies and reports, formulates comments and summarizes content, providing emergency planning recommendations for COVID-19 management

Participates in epidemiological studies, surveillance projects and disease surveillance and epidemiological investigations related to COVID-19

Prepares investigation notes and summaries and interprets laboratory findings

Responsible for participating in the evaluation, analysis and preparation of all required reporting related to COVID-19 preparedness planning

Dispenses medication or vaccinations when applicable

Conducts screening tests, collects and ships specimens for laboratory examination for COVID-19

Applies principles and practices to assess, prevent, and control diseases

Works with partners and stakeholders to provide COVID-19 education and outreach

Develops strategies to help mitigate spread of and improve response to COVID-19

Makes rounds or home visits, when applicable

May train others

Performs related work as assigned

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## **EDUCATION AND EXPERIENCE**

Must be a Licensed Vocational Nurse

One (1) year of experience in nursing work

## **CERTIFICATES, LICENSES AND REGISTRATION**

Current CPR certification

Must be licensed as a Licensed Vocational Nurse by the State of Texas or in a party state that recognizes reciprocity through the Nurse Licensure Compact

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**

Knowledge of nursing procedures and techniques

Ability to provide patient medical care, to prepare and maintain records, and to train others

## **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
- standing 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 County of Hidalgo Accident Prevention Plan and department's safety regulations



# COUNTY OF HIDALGO

## Department of Human Resources



Job Title: **COVID-19 PUBLIC HEALTH SPECIALIST II**  
Grade: 11

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### GENERAL DESCRIPTION

Provides clinical and administrative support to COVID-19 preparedness and response, which includes epidemiology and surveillance functions. Support planning and documentation initiatives in regards to emergency operations, mitigation, and recovery efforts of COVID-19. Makes field visits to surveillance sites to collect specimens or testing. Responsible for maintaining inventory of specimen collection kits and related supplies for COVID-19 other biological samplings. Provides field- and office-based assistance to investigations of health threats. Essential duties also include educating partner's prevention and mitigation of COVID-19. Performs reporting and guidance review of state and federal guidelines for COVID-19 prevention and response activities. Assists with the electronic data entry of reportable diseases. Involved in outreach and educational functions in the community as specifically assigned. Participates as a member of the Public Health Preparedness Response Team (PHPRT); shall respond to all bio-terrorism events or large disease outbreaks and other Public Health emergencies anywhere in the state. Will be required to be "on-call" as assigned or during an event.

### EXAMPLES OF WORK PERFORMED

Makes field visits to COVID-19 disease surveillance sites to distribute specimen collection kits, e.g., for influenza, and picks up and delivers specimens to regional laboratory for testing

Collects, transports and delivers enteric and other biological samples for COVID-19 laboratory testing

Maintains database of records of COVID-19 specimens collected

Maintains inventory of COVID-19 specimen collection kits and related supplies for enteric samples, influenza testing and other biological sampling

Educates partners about proper specimen collection and storage techniques

Prepares, packs and completes forms for shipment of specimens to State laboratory, if necessary, and assists in completing lab forms, taking samples to lab and retrieving results

Performs outreach and educational functions in the community for COVID-19 as specifically assigned

Performs tasks as assigned to support case and outbreak investigators including collection of specimens and gathering data

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Participates in Preparedness and Response Activities as assigned to support Responder Safety & Health, Vulnerable Populations, Medical Countermeasures, and COVID-19 Mitigation initiatives/projects

Assists with the maintenance of the electronic database of reportable conditions

Performs all other related duties as assigned

#### **EDUCATION AND EXPERIENCE**

Bachelor's degree in Public Health, Health Promotion and Education or related field

Preferred: MPH or Master's degree

Three (3) years' work experience in a public health or healthcare setting preferred

Experience or education in disaster studies, emergency preparedness, biological specimen collection and processing is a plus

#### **CERTIFICATES, LICENSES AND REGISTRATION**

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**

Data entry and skilled in use of Microsoft Windows and other basic Microsoft Office applications

Good verbal and written communication skills required

#### **PHYSICAL DEMANDS**

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#### **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
- standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

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Effectively handle a work environment and conditions which involve:

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Maintain effective audio-visual discrimination and perception needed for:

- making observations
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- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations