

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV38585</b>
<b>Job Class Code:</b>	<b>580</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>8833</b>		

<b>Job Code Established:</b>	<b>09/02/86</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/96</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Epidemiology Services Series

**JOB CODE TITLE:** EPIDEMIOLOGY PROGRAM SUPERVISOR

**HRIS TITLE:** EPIDMOG PRG SPV

**WORK DESCRIPTION:** Supervises and directs the work activities of subordinate staff involved in epidemiological investigations; develops disease identification, surveillance and control systems; maintains ongoing disease reporting systems; provides technical advice and assistance to county health departments, physicians and the public.

**WORK ACTIVITIES:** devises a schedule of work or itinerary, agenda or time table for subordinates on a daily or weekly basis, within a work unit. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Directs, instructs and counsels subordinate personnel who are supervisors, section managers or highly skilled technicians carrying out tasks requiring considerable judgment or creative effort. Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvements. Writes detailed reports of epidemiologic investigations or inquiries, outlining methods, procedures, events, evidence, activities and results and making recommendations. Plans and implements programs and projects. Approves and monitors program expenditures. Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making. Compiles information for and writes periodic reports on activities of a work unit. Confers with and advises staff members of own agency or work system, applying knowledge and skills of own technical specialty. Performs related work as required.

**WORK CONDITIONS:** No unusual work conditions.

**SUPERVISION:** Works under the direction of an office manager, or assistant manager, depending on the area of assignment, and exercises considerable independent judgment within established program parameters.

**WORK RESULTS/PRODUCTS:** Completed compendium of case data; completed reports, including recommendations for control and/or eradication of diseases; completed oral and written responses to inquiries and request for information.

**RESPONSIBILITY:** Schedules and assigns work activities to subordinate staff; timely and accurate completion of epidemiological reports.

**AUTHORITY:** Approve or disapprove findings of epidemiological reports completed by subordinate staff; approve or disapprove methods of investigating and identifying diseases

## **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** contemporary principles and practices of epidemiology; principles and practices applicable to the control and prevention of diseases; methods, procedures and techniques used in developing, implementing and maintaining disease surveillance and control programs; contemporary medical methods and practices used in the control of a variety of diseases; program planning and fiscal monitoring practices and procedures.

**Skill/Ability to:** work management and work leadership; oral and written communication; interpersonal relations, as applied to contacts with representatives of other governmental and private organizations, physicians and the public; conducting scientific studies and investigations required to identify and isolate various diseases.