

DANE COUNTY POSITION DESCRIPTION

Date: March 8, 2017

Position No. 1815

Dept. No. 520

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1. **NAME OF EMPLOYEE:** Vacant
 2. **DEPARTMENT/DIVISION:** Board of Health/Administration
 3. **WORK ADDRESS:** 210 Martin Luther King, Jr Blvd; Madison WI; 53703
 4. **CLASSIFICATION OF POSITION:** Public Health Epidemiologist
 5. **NAME AND CLASS OF FORMER INCUMBENT:** vacant – Public Health Epidemiologist
 6. **NAME/CLASS OF FIRST LINE SUPERVISOR:** Julia Olsen – Public Health Supervisor
 7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:**
 8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**
☐ Yes ☒ No
 9. **SUPERVISION RECEIVED:** General Supervision
 10. **SUPERVISORY RESPONSIBILITIES:** None

11. _____ / /
Employee Signature **Date**

12. _____ / /
Supervisor Signature **Date**

13. _____ / /
ERD Signature **Date**

POSITION SUMMARY:

The mission of the Policy, Planning and Evaluation (PPE) Division is to support the work of Public Health Madison & Dane County (PHMDC) with timely, accurate, user-friendly information for public health surveillance, policy development, program guidance, evaluation, and community development. This unit performs activities including epidemiology, economic analysis, social and health policy analysis, program evaluation, and technical assistance. Community Health Assessment and Community Health Improvement Planning are also supported by this division. PPE staff also serve as subject matter experts in the areas of: oral health, chronic disease, tobacco prevention, food security, built environment, adolescent health, environmental health, and epidemiology.

This position serves as the lead professional in studying how health, disease and illness are distributed across populations and communities in the County. The PH Epidemiologist tracks determinants of health and applies analytic results to prevention and control of health problems. Conducts ongoing and systematic assessment of the health of the community, including timely collection, analysis, interpretation, dissemination and use of health-related data. Performs related duties as required. Works in teams and independently, sometimes serving as surveillance lead for specific priority areas (maternal and child health, injury/drug harm). Contributes epidemiologic perspective to advancing overall departmental goals.

This position also plays a role in helping shape public health priorities and supports the overall goals and priorities of the PPE division. This position has project-level decision-making authority, under the general oversight of the Public Health Supervisor and PPE Division Director, as well as receives input from and works collaboratively with department staff on evidence-based policy and prevention strategies.

The position requires flexibility, ability to multi-task, think strategically, and to work with multiple internal and external partners to achieve a shared vision and goals for complex projects.

This position works collaboratively with the community to promote the public's health, including the health & well-being of disenfranchised, underserved populations and the entire community. This position fosters the rights and responsibilities of the community in identifying its health-related assets, needs, opportunities and priorities. This position also collaborates in the identification, development and sustainment of appropriate community partnerships and other resources to achieve desired outcomes.

This position participates in emergency preparedness activities as needed.

FUNCTIONS

FUNCTION A – 40%: Epidemiological investigation

- A1: Monitor selected indicators in order to identify trends and emerging threats to the health of the community.
- A2: Develop and maintain tools for describing and predicting trends and emerging threats to the health of the community.
- A3: Identify the diseases or conditions of greatest local impact in order that effective prevention strategies and intervention efforts can be most effectively targeted.
- A4: Design, manipulate, and use databases for analysis of health problems to assess potential public health impact.
- A5: Serve as expert resource to staff and external stakeholders with regard to current trends, information resources and best practices in the field of maternal and child health epidemiology and/or behavioral health, injury epidemiology, as well as other areas of priority and interest of public health.
- A6: Serve as back up to communicable disease, chronic disease, and environmental health epidemiologists, as needed.
- A7: Work with other epidemiology and data analytic staff to develop and implement appropriate protocols for epidemiological investigations.
- A8: Contribute to Community Health Assessment (CHA)/Community Health Improvement Plan (CHIP) development.
- A9: Select investigative processes, assist in design of investigation, create data analysis plan, and analyze data.
- A10: Develop community partnerships to support epidemiological investigations; collect data from local agencies or other health entities.

FUNCTION B – 30%: Surveillance Activities

- B1: Design surveillance systems for maternal/child health, injury, and behavioral health concerns.
- B2: Implement new or revise existing surveillance systems.
- B3: Design surveillance systems to include groups subject to health disparities or other potentially underrepresented groups.
- B4: Establish system to conduct ongoing evaluation of current surveillance systems and implement quality improvement efforts as needed.
- B5: Ensure that the Health Officer and managers are informed of suspected trends, disparities or outbreaks in a timely manner.
- B6: Conduct related analysis and epidemiological studies, and prepare reports.

FUNCTION C – 25%: Consultation and Technical Assistance

- C1: Provide technical assistance to other PHMDC divisions and outside partners (i.e. coalitions, workgroups) in the areas of surveillance, epidemiological investigation, data analysis, and evaluation.
- C2: Assist PHMDC programs and outside partners in the design of data collection/data management plans.

- C3: Recommend prevention and control options to the Health Officer and managers.
- C4: Apply knowledge of privacy laws and Institutional Review Board processes to advise on appropriate procedures for collecting, storing, and analyzing data.
- C5: Recommend evidence-based interventions and control measures in response to epidemiological findings.
- C6: Assist in development of measurable goals and objectives; identify data needed to show outcomes.
- C7: Assist in development of program logic models when applicable.
- C8: Ensure inclusion of equity focus in surveillance efforts.
- C9: Assist creation of data collection tools i.e. surveys.
- C10: Support policy analysis functions and policy development process.
- C11: Participate in strategic planning and support implementation of performance measures

FUNCTION E – 5%: Other Duties

- D1: Assist in emergency preparedness activities by insuring that you are trained to internal policies and procedures to meet agency response and recovery needs safely. Be prepared and respond as directed to all hazards when PHMDCs emergency plans are activated.
- D2: Supervise students/interns/fellows working on short term data projects
- D3: Participate in professional development as determined by supervisor to meet program, departmental and professional development goals.
- D4: Actively participate in health/racial equity activities and strategies to ensure all people in Dane County have fair and equitable opportunities to be healthy. Strategies and activities include but are not limited to health/racial equity trainings, using a health/racial equity lens/assessment to evaluate potential policies or programs, consulting with the PHMDC health equity team with specific questions and working on specific projects or program with the PHMDC health equity team.
- D5: Attend required HIPAA Privacy and Security training regarding federal and state laws related to confidentiality requirements.
- D6: Other duties as assigned.

POSITION REQUIREMENTS

Education and experience: Qualified candidates will have a minimum of a Bachelor’s degree from an accredited college or university with significant coursework in public health, epidemiology, or other health-related field. In addition, candidate without advanced training in epidemiology (MPH or other advanced degree) must have four or more years of professional experience in developing and using statistical tools for gathering, assessing and acting on quantitative health-related data. A Masters degree or higher in epidemiology, population health, or related field is strongly preferred. Other combinations of training and/or experience will be considered. Experience with and knowledge of the epidemiology of behavioral health, injury prevention and control, and/or child and adolescent health are desirable.

Certifications: none required

Licenses: Current valid WI Driver’s License

KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced knowledge of applied epidemiological principles and practices.
- Thorough knowledge of statistical analysis in relation to epidemiology and epidemiological investigation.
- Expertise in behavioral health, injury, and/or maternal/child health is highly desirable.
- Ability to plan, coordinate and monitor epidemiological investigations.
- Ability to develop, implement and monitor a data management system.
- Ability to communicate effectively both orally and in writing, making complex data and information accessible to audiences of diverse educational, cultural, and professional backgrounds.
- Ability to collect, organize, and analyze data; identify significant findings, make recommendations and prepare reports.
- Ability to develop and maintain operating procedures and policies.
- Ability to maintain effective working relationships and build collaborative partnerships with stakeholders to improve access to local-level data.
- Knowledge of racial, ethnic, and socioeconomic disparities in health outcomes.

Desirable Characteristics:

- Experience with any of the following software a plus: STATA, Excel, Access, SAS, SQL, SPSS, ESRI, Accela.

PHYSICAL DEMANDS:

Work may involve prolonged periods of sitting, standing and computer use. Ability to drive and/or provide reliable transportation is required. Travel within the county is common and outside of county is possible.

WORK ENVIRONMENT:

Work occurs at the City County Building and at a variety of public health offices and community-based settings. Ability to travel between locations is required. During the course of the day, work could involve starting at one location and then traveling to other locations. Work requires flexibility to work with diverse populations and communities including people of different cultures, values and beliefs, in rural, urban or suburban settings, and with individuals and groups at different levels of learning and with different learning styles. Flexibility to work with individuals and groups where and when they are available is required. Work related to public health emergencies may require availability 24 hours a day, seven days a week. Conferences or seminars may require travel outside of Dane County.