

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Epidemiology Investigator

**SERIES NO.:**

6576

**MAJOR AGENCIES:**

Health and Public Safety Only

**EFFECTIVE DATE:**

12/27/2015

**SERIES PURPOSE:**

The purpose of the epidemiology investigator occupation is to perform field investigations of endemic or epidemic situations of infectious or chronic diseases & other health conditions (e.g., injuries, adverse reproductive outcomes) & related environmental public health problems in order to make determinations regarding causes, spread & prevention of diseases & other conditions.

At the lowest level, incumbents assist in investigation & control of infectious & chronic diseases by collecting human biological & environmental specimens for laboratory analysis & epidemiological health data for analysis.

At the middle levels, incumbents investigate, collect & analyze epidemiological situations & monitor state & local data & sample collection activities or coordinate epidemiological data base management activities or initiate, design & conduct epidemiological data/statistical research & investigation activities & provide technical advice & guidance regarding data collection methodology & other epidemiology issues. The projects at this level are more complex, require higher level of expertise, are larger in size, & involve more independence to make judgments & to carry out assignments.

At the supervisory level, incumbents plan, implement & manage all aspects of statewide epidemiology &/or surveillance program, participate in development of section & bureau policies & procedures & supervises lower-level epidemiology investigators assigned to one unit

At the manager level incumbents plan, direct, organize & manage all administrative aspects of one or more comprehensive statewide epidemiology programs & supervise lower level supervisory, administrative, professional &/or paraprofessional epidemiology staff.

This class is exclusively for use by Department of Health & Department of Public Safety.

**JOB TITLE**

Epidemiology Investigator 1

**JOB CODE**

65761

**PAY GRADE**

29

**EFFECTIVE**

03/26/1990

**CLASS CONCEPT:**

The developmental level class works under general supervision & requires working knowledge of epidemiology & epidemiological investigative procedures & data & sample collection methodology in order to assist with epidemiological investigations by collecting data, human biological specimens & environmental specimens for analysis.

**JOB TITLE**

Epidemiology Investigator 2

**JOB CODE**

65762

**PAY GRADE**

32

**EFFECTIVE**

07/07/1996

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of epidemiology & methodology for identifying & researching infectious or chronic diseases & other health conditions (e.g., injuries, adverse reproductive outcomes) & related environmental health problems in order to investigate, collect & analyze endemic or epidemic situation of infectious or chronic diseases, or related health conditions, or related environmental health problems & interpret statistics & reach conclusion regarding causes of specific disease, spread & prevention of diseases & other conditions & monitor specimen & data collection activities of state & local public health personnel.

**JOB TITLE**

Epidemiology Investigator 3

**JOB CODE**

65763

**PAY GRADE**

33

**EFFECTIVE**

07/07/1996

**CLASS CONCEPT:**

The advanced level class works under general direction & requires thorough knowledge of public health & epidemiology principles, data analysis & data collection techniques in order to initiate, design & conduct epidemiological data/statistical research & investigation activities of infectious or chronic diseases, or related health conditions, or related environmental health problems, &/or coordinate epidemiological data base management, or to do one of preceding options & serve as lead worker (i.e., provide work direction & training) over lower-level epidemiology investigators & support staff & provide technical advice & guidance to state & local public health personnel regarding specific epidemiology situations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Epidemiology Investigation Supervisor	65765	14	12/27/2015

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of public health & epidemiology principles, data analysis & data collection techniques in order to plan, implement & manage all aspects of statewide epidemiology &/or surveillance program, participate in development of section & bureau policies & procedures & supervise lower-level epidemiology investigators assigned to one unit.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Epidemiology Investigation Project Manager	65766	15	05/05/2002

**CLASS CONCEPT:**

The management level class works under administrative direction & requires extensive knowledge of public health & epidemiology principles, data analysis & data collection techniques in order to plan, direct, organize & manage all administrative aspects of one or more comprehensive statewide epidemiology programs, supervise lower level supervisory, administrative, professional &/or paraprofessional epidemiology staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Epidemiology Investigator 1	65761	13	03/26/1990	29

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assists in investigation & control of infectious & chronic diseases & related environmental public health problems (e.g., makes field visits to abstract epidemiological health data from confidential medical records of hospitals, clinics &/or physicians & through personal interviews of affected persons; establishes exposure & evaluates risk of disease or epidemic), collects &/or monitors collection of human biological & environmental specimens, assures delivery to laboratory & writes or assists in writing reports of investigations.

Assists in analysis of tabulated epidemiological data by using standard basic statistical measures appropriate for specific data sets (e.g., measures of variability, statistical significance of association, incidence & prevalence rates & interval estimates).

Assists in arranging for cooperative use of epidemiological data within department, other state agencies, other states & federal government; explains policy pertaining to communicable disease control isolation requirements & laboratory fee exemptions to general public & local public health professionals.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of biology; chemistry; microbiology; epidemiology\*; human anatomy; human relations; interviewing\*; statistics; agency policies & procedures pertaining to epidemiological investigations & control of infectious & chronic diseases\*; electronic data processing (i.e., statistical analysis systems & statistical package for social sciences)\*. Skill in operating phlebotomy equipment\*. Ability to interpret variety of instructions in written, oral & schedule form which may be technical; gather, collate & classify information about data, people or things; understand practical field of study (i.e., epidemiology); prepare meaningful, concise & accurate reports; answer routine telephone inquiries from public; demonstrate dexterity to use hands skillfully.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in physical/natural sciences (e.g., biology, chemistry, microbiology) to include coursework in each of following areas: biology, chemistry, microbiology & human anatomy; 1 course or 3 mos. exp. in statistics; valid driver's license.

-Or alternative, equivalent evidence of the Major Worker Characteristics for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Phlebotomy training after 6-12 months.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may be exposed to contagious & communicable diseases & toxic or hazardous chemicals; may be required to be away from home & normal work site up to 30 days during emergencies.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Epidemiology Investigator 2	65762	13	07/07/1996	32

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Investigates, collects & analyzes endemic or epidemic situation of infectious or chronic diseases, or other health conditions (e.g., injuries, adverse reproductive outcomes) & related environmental public health problems through in-house or onsite visits, appropriate statistical analysis & methods using statistical computer software packages (e.g., SAS, Epi Info & SPPSSX), collects &/or monitors state or local public health personnel in collection of epidemiological data necessary for surveillance of specific diseases or epidemic situations (i.e., abstract data from confidential medical records or through personal interviews with patients, contacts or medical personnel), interpret statistics & reaches conclusions regarding causes, spread & prevention of disease under investigation, collects &/or monitors collection of human biological & environmental specimens & assures delivery to laboratory.

Operates personal computer to apply appropriate statistical analysis & methods using statistical computer software packages (e.g., SAS, Epi Info & SPSSX) designed & used for collection, processing & reporting epidemiological data; statistics; conducts & coordinates electronic data transmissions from one computer to another; writes software applications; creates reports with computer software.

Writes &/or edits reports & recommendations from data gathered, determines impact upon community considering persons, animals or environment sampled & tested, treated, isolated or prophylaxed including preparation for presentation in court to determine liability, if necessary.

Tabulates & analyzes epidemiological data using standard basic statistical measures appropriate for specific data sets (e.g., measures variability, statistical significance of association, incidence & prevalence rates & their interval estimates).

Explains semi-specialized matters (e.g., disease specifics, prophylaxis, control & isolation in response to identified disease problems) to general public, medical & hospital professionals & local health agencies; works with local public health agencies & physicians in assessing, planning, developing & executing surveillance & preventive disease control programs; prepares materials for &/or speaks at medical, professional &/or public education programs; assists with distribution of data within department for cooperative use by other state agencies, other states & federal agencies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of biology; microbiology; physiology; human anatomy; chemistry; epidemiology; statistics; human relations; interviewing; agency policies & procedures pertaining to epidemiological investigations & control of infectious & chronic diseases\*; electronic data processing (i.e., statistical analysis systems & statistical package for social sciences); computer operations. Skill in operating phlebotomy equipment\*; personal computer. Ability to use proper research methods in gathering data; define problems, collect data, establish facts & draw valid conclusions; handle sensitive inquiries from & contacts with officials & general public; prepare meaningful, concise & accurate reports; interpret extensive variety of technical material in books, journals & manuals; prepare & deliver speeches before specialized audiences & general public; provide routine information to telephone inquiries from public; demonstrate dexterity to use hands skillfully.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in public health or preventive medicine; 3 courses or 9 mos. exp. in use of statistical computer software packages; 1 course or 3 mos. exp. in epidemiology; 1 course or 3 mos. exp. in physiology; 1 course or 3 mos. exp. in statistics; 1 course or 3 mos. exp. in human relations; 1 course or 3 mos. exp. in interviewing; 6 mos. exp. working in research or specific laboratory identifying or researching infectious or chronic diseases &/or related environmental health problems; must be able to provide own transportation.

-Or 6 mos. exp. as Epidemiology Investigator 1, 65761; must be able to provide own transportation

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

N.A.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may be away from home & normal work site up to 30 days during emergencies; may be exposed to contagious & communicable diseases & toxic or hazardous chemicals.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Epidemiology Investigator 3	65763	13	07/07/1996	33

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Initiates, designs & conducts epidemiological projects, research & investigations, &/or coordinates epidemiological data base management & provides quality control for data management aspects of investigations (e.g., AIDS; breast & cervical cancer), or to do one of preceding options & serve as lead worker (i.e., provide work direction & training) over lower-level epidemiology investigators & support staff, provides technical advice & guidance on data collection methods & case finding to other employees & outside agencies, reviews technical & confidential case reports for accuracy & correctness, monitors analysis of data to predict increases or decreases in morbidity & mortality & assists in evaluation of levels of success of prevention programs, collects &/or monitors collection of human biological & environmental specimens & processes & assures delivery to laboratory.

Tabulates & analyzes epidemiological data using standard & complex statistical measures & determines appropriate statistical methods for specific datasets (e.g., calculations of rates; generation of projections & estimates; logistic regression & other multivariate regression).

Operates personal computer to apply appropriate statistical analysis & methods using statistical computer software packages (e.g., SAS, Epi Info & SPSSX) designed & used for collection processing & reporting epidemiological data & statistics; conducts & coordinates electronic data transmissions from one computer to another; writes software applications; creates reports with computer software.

Directs &/or participates in completion of scientific reports of ad hoc teams (e.g., evaluation of validity & possible significance of findings for protection of public health) & assists in preparation of investigations & research for publication.

Coordinates literature reviews; responds to information requests from physicians, hospitals & general public; answers questions from news media on specific projects or investigations; coordinates efforts with investigators in other agencies; gives presentations at professional meetings.

Assists supervisor with administrative duties (e.g., makes recommendations regarding expenditures of funds & use of personnel for disease prevention programs; assists with development of intra-unit policies & methods).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of biology; microbiology; physiology; human anatomy; chemistry; epidemiology; biostatistics; human relations; interviewing; agency policies & procedures pertaining to epidemiological investigations & control of infections & chronic diseases\*; electronic data processing (i.e., statistical analysis systems & statistical package for social sciences); computer operations. Skill in use of phlebotomy equipment\*; personal computer. Ability to select & use proper statistical & research methods in gathering, interpreting & developing data; define problems, collect data, establish facts & draw valid conclusions; handle sensitive inquiries from & contacts with officials & general public; write &/or edit articles for publication; prepare & deliver speeches before specialized audiences & general public; demonstrate dexterity to use hands skillfully.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in public health or preventive medicine; 3 courses or 9 mos. exp. in use of statistical computer software packages; 6 mos. exp. as epidemiology investigator with local or federal health agency; must be able to provide own transportation -Or 6 mos. exp. as Epidemiology Investigator 2, 65762; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

N.A

**UNUSUAL WORKING CONDITIONS:**

May require travel; may be away from home & normal work site up to 30 days during emergencies; may be exposed to contagious & communicable diseases & toxic or hazardous chemicals.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Epidemiology Investigation Supervisor	65765	EX	12/27/2015	14

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, implements & manages all aspects of statewide epidemiology &/or surveillance program (e.g., develops surveillance systems & implements epidemiological studies to assess levels of disease, disease risk or health behaviors; produces data to prioritize issues with public health concern & evaluate programmatic activities; monitors & ensures quality & security of data; evaluates & improves effectiveness of epidemiology & surveillance systems; ensures epidemiology & surveillance activities are conducted in compliance with Ohio Laws, federal standards & grant requirements), participates in development of section & bureau policies & procedures to maximize value of surveillance data & epidemiological data for monitoring of health events & supervises lower-level epidemiology investigators assigned to one unit.

Oversees gathering & analysis of data to develop conclusions & generate hypothesis & theories regarding disease existence, spread & etiology, organizes surveillance systems & implements epidemiological studies to monitor disease patterns; coordinates collection, quality control & analysis of data related to morbidity, mortality & health behaviors; directs or participates in field investigations; prioritizes areas of public health concern requiring investigation.

Prepares &/or reviews & edits reports generated from investigations & research; writes &/or edits material for professional journals; prepares &/or assists in preparation of progress reports, research proposals & budgets.

Maintains liaison with city, county, state & federal officials to obtain information & explain & interpret investigations; serves on committees & advisory boards; provides consultation & training to agency personnel, scientific & medical professionals & general public; answers questions of general public; acts as contact person for news media & appears on radio or television when directed.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of data management\*; supervisory principles/techniques\*; employee training & development\*; budgeting\*; epidemiology; biostatistics; human relations; interviewing; agency policies & procedures pertaining to epidemiological investigations & control of infectious & chronic diseases. Ability to deal with many variables & determine specific action; use proper research methods in gathering data; understand somewhat abstract field of study (e.g., epidemiology, biostatistics); write &/or edit technical, scientific or advanced literary publications; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public; demonstrate dexterity to use hands skillfully.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in public health or preventive medicine; 12 mos. exp. in epidemiology investigation with local or federal health agency which included 6 mos. exp. performing duties comparable with duties of Epidemiology Investigator 3, 65763.

-Or 6 mos. exp. as Epidemiology Investigator 3, 65763.

-Or alternative, equivalent evidence of the Minimum Class Qualifications noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel; may be away from home & normal work site up to 30 days during emergencies; may be exposed to contagious & communicable diseases & toxic or hazardous chemicals.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Epidemiology Investigation Project Manager	65766	EX	05/05/2002	15

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, directs, organizes & manages all administrative aspects of one or more comprehensive statewide epidemiology programs & supervises lower level supervisory, administrative, professional &/or paraprofessional epidemiology staff (e.g., develops applications for & administers federal grants; acts as principal investigator on complex grants; develops & implements goals & objectives, acts as liaison with agency bureaus, divisions, offices, local, state & federal agencies to include local health agencies, environmental protection agency, community groups &/or associations).

Plans & directs all aspects of epidemiological activities to generate or test hypothesis about disease causation & disease distribution to include planning & implementing surveillance systems, surveys, field investigations, evaluations & special studies; planning & implementing data collection & data management systems to include development & updating of data bases; planning & directing data analysis & presentation using bio-statistical, graphing & GIS mapping software; ensures quality, integrity & security of data; ensures confidentiality & security protocols are in place, appropriate, legal & followed; ensures scientific integrity of epidemiological & bio-statistical methods employed in projects; reviews & edits reports prepared by staff or other program areas.

Interpret data & study findings for prevention program planners, health resource planners & policy makers; prepare, edit & review documents for publication; gives presentations to technical audiences & general public; in conjunction with program planners, sets priorities for surveillance analysis/ investigation; coordinates with other surveillance systems & programs to ensure efficiency of data collection; interface with legal, public affairs & state epidemiologists as necessary regarding surveillance, investigation & analysis; identifies policy issues associated with surveillance, investigation & analysis.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of data management; general management\*; supervisory principles/techniques; employee training & development; budgeting; manpower planning\*; public relations; epidemiology; biostatistics; human relations; interviewing; agency policies & procedures pertaining to epidemiological investigations & control of infectious & chronic diseases; research methodology; environmental health; psychology; sociology; health economics & health planning; public administration. Ability to deal with many variables & determine specific action; develop complex reports & position papers; understand somewhat abstract field of study (e.g., epidemiology, biostatistics); prepare & deliver speeches before specialized audiences & general public; resolve complaints from angry citizens & government officials; write &/or edit technical, scientific or advanced literary publications.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in public health or preventive medicine; 24 mos. exp. in epidemiology investigation with local or federal health agency which included 12 mos. exp. in either supervisory principles/techniques or performing duties comparable with duties of Epidemiology Investigation Supervisor, 65765; 1 course in budgeting or 3 mos. exp. in preparing budgets for operational unit.

-Or 6 mos. exp. as Epidemiology Investigation Supervisor, 65765.

-Or alternative, equivalent evidence of the Minimum Class Qualifications noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel; may be away from home & normal work site up to 30 days during emergencies; may be exposed to contagious & communicable diseases & toxic &/or hazardous chemicals.