NEW: 8 February 2004

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Epidemiology Coordinator	CODE: 01085
	MAJOR AGENCIES: General Health Districts	JURISDICTION: County

FUNCTION: Under general direction of the Health Commissioner plans, develops, implements, directs &/or coordinates all aspects of county &/or regional epidemiological program & conducts epidemiological investigations. Supervises epidemiology specialist(s) and support staff when assigned.
-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	39-49	Plans, implements, directs &/or coordinates all aspects of county &/or regional epidemiological programs, projects, research, & investigations in response to (e.g., bioterrorism, endemic &/or epidemic infectious disease outbreaks, public health emergencies, biological, toxic, chemical, &/or environmental threats), monitors & ensures quality control & security of data collected, ensures programs & activities are in compliance with Ohio laws, federal standards & grant requirements, develops epidemiological policies & procedures, develops county &/or regional public health plans & public health emergency communication plans, develops & implements county &/or regional National Pharmaceutical Stockpile distribution plans, coordinates disease reporting requirements with county, regional, state &/or federal agencies, health officials, community groups &/or associations, manages budgets & grants, supervises epidemiology specialist(s) & support staff when assigned. Travels throughout county &/or region in performance of assigned duties.	Knowledge of (1) epidemiology & epidemiological data management, (2) supervision*, (3) employee training development*, (4) budgeting*, (5) human relations, (6) interviewing, (7) agency policies & procedures pertaining to epidemiological investigations & control of infectious & chronic diseases*, (8) inventory control, (9) management*, (10) workforce planning*, (11) public relations, (12) counseling; skill in (13) use of epidemiological computer software programs, (14) operating motor vehicle; ability to (15) deal with many variables & determine specific action, (16) use statistical analysis, (17) use proper research methods in gathering data, (18) originate &/or edits, (*) Developed after employment.

UNUSUAL WORKING CONDITIONS: May be exposed to contagious diseases, toxic or hazardous materials &/or chemicals; requires travel throughout county &/or region.

MINIMUM CLASS REQUIREMENT (including license, if any.): Completion of graduate core program in epidemiology or public health or preventive medicine or related field (e.g., biostatistics); 12 mos. exp. as epidemiology specialist or epidemiology investigator with local or federal health agency; 1 course in human relations (or 3 mos. exp); 1 course in interviewing (or 3 mos. exp.); 1 course in inventory control (or 3 mos. exp.); 1 course in public relations (or 3 mos. exp.); 1 course in counseling (or 3 mos. exp.); 3 courses in epidemiological computer software programs (or 9 mos. exp.); must complete Centers for Disease Control & Prevention Principles of Epidemiology self-study course within one year of hire; valid driver's license; or

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			(technical, scientific or advanced literary publications, (19) prepare & deliver speeches before specialized audiences & general public, (20) handle sensitive inquiries from & contacts with officials & general public, (21) demonstrate dexterity to use hands skillfully, (22) define problems, collect data, establish facts & draw valid conclusions, (23) interpret extensive variety of technical material in books, journals & manuals.
2	19-29	Initiates & investigates epidemiological incidents, other health &/or environmental conditions through design of surveillance systems, collection of data in-house or onsite visits, surveys & epidemiological means, researches public records & confidential medical records, utilize appropriate statistical analysis & methods using statistical computer software packages (e.g., SAS, Epi Info, SPSSX) to tabulate and analyze data, monitors county &/or regional health personnel in collection of epidemiological data, personal interviews with patients, contacts or medical personnel.	Knowledge of 1, 2*,5, 6, 7*, 9*, 10*, 11, 12; skill in 13, 14; ability to 15, 16, 17, 18, 19, 20, 21, 22, 23. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.): equivalent.

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3	0-6	Interprets data & statistics & reaches conclusions regarding causes, spread & prevention of disease, writes &/or edits reports & recommendations from data collected, determines impact upon community.	Knowledge of 1, 5, 7*, 11; skill in 13; ability to 15, 16, 17, 18, 19, 20, 21, 22, 23.
4	15-25	Develops & coordinates epidemiological training (e.g., drills & exercises) & educational programs for county &/or regional scientific & medical professionals & general public, evaluates work performance of subordinates when assigned, gives presentations to technical audiences & general public, conducts & attends meetings as necessary.	Knowledge of 1, 2*, 3*, 4*, 5, 6, 7*, 8, 9*, 10*, 11, 12; skill in 13; ability to 15, 16, 17, 18, 19, 20, 21, 22, 23. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.):