

Department: Public Health
Classification: Competitive
Grade: 13

SPEC BB11

DISEASE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the oversight over the development and implementation of the County's disease control program. The incumbent assists in case investigations, assists in epidemiological investigations, surveillance and studies, and provides health information to the public. The work is performed under the direct supervision of the Director of Preventive Services with leeway allowed for exercise of independent judgement. The incumbent performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists in the oversight of the County's disease control program;
- Assists in case investigations of reported communicable disease and illnesses;
- Assists in conducting and reviewing surveillance activities to identify and monitor disease trends within assigned areas including data collection in the field;
- Assists in the development of policies and procedures regarding communicable diseases;
- Collects demographic information/epidemiological information on community diseases and illnesses;
- Alerts the NYS DOH regional office for medium or high alert disease/illness as well as abnormal clusters and unusual events;
- Participates in a variety of meetings, committees, study groups and task forces in the community and acts as a resource as needed;
- Prepares, evaluates, edits, and makes reports regarding the collection, collation and analysis of all required documentation and reports relating to communicable diseases;
- Assists in the development of health information and materials for the public relating to various diseases (including influenza);
- Assists in preparing annual information packet to school nurses in Essex County;
- Assists with annual staff training on blood borne pathogens and communicable disease;
- Assists with press release, health advisories and website updates pertaining to community wide disease and illness;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State and local laws, rules and regulations regarding public health, surveillance, investigation relative to communicable and other diseases; good knowledge of epidemiology; good knowledge of public information and public relations techniques; good knowledge of current health issues, problems and concerns within the community; good knowledge of community organizations and service providers related to public health and communicable disease; ability to review, analyze and organize data; ability to prepare reports and other correspondence; ability to establish and maintain cooperative relations with community agencies and the public; ability to prepare and deliver presentations in a clear, concise and articulate manner; ability to communicate effectively both verbally and in writing; sound professional judgement; initiative; resourcefulness; tact; courtesy; and integrity.

MINIMUM QUALIFICATIONS: Either:

(A) A Master's degree in Epidemiology, Public Health, Nursing, Biology, Biostatistics, Health Administration, Health Science or a closely related field; OR

(B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to Grant degrees with a Bachelor's degree in Nursing, Biology Health Administration, Health Science or a closely related field.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Candidate must possess a valid NYS Driver's License at the time of appointment and maintain said license for the duration of appointment.

Created: 11/21/2017

Reviewed: 6/12/2018

Revised: 08/01/2022