



CLASS SPECIFICATION

Class Code: 15302
Date Est: 08/2002
Last Rev: 08/2020
Last Title Chg: 08/2020
FLSA: exempt
Probation: 12 months

DIVISION DIRECTOR, EPIDEMIOLOGY AND PUBLIC HEALTH PREPAREDNESS

DEFINITION

Under administrative direction of the District Health Officer, provides leadership, guidance and direction for the Public Health Preparedness, Regional Emergency Medical Services, Epidemiology, and Vital Statistics Program activities of the Washoe County District Health Department; and perform related duties as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

A doctorate degree (MD, DO, DVM, PhD, DrPH) from an accredited college or university AND three years of full-time management or supervisory experience in infectious diseases and epidemiology in a public health setting which included experience in design and evaluation of epidemiological studies and establishment of need for Health Department intervention and control.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of application.

SUPERVISION EXERCISED

Exercises direct supervision over professional and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Direct the Epidemiology Program, including development of active and syndromic surveillance for infectious diseases and clusters of unusual diseases or syndromes; overall responsibility for surveillance and epidemiology of infectious diseases, chronic diseases, injuries and environmental impacts on human health, including development and implementation of new surveillance systems; data collection and analysis; preparation and dissemination of reports; oversee staff in outbreak investigation activities.

Direct Public Health Preparedness activities including activities related to emergency response planning, enhanced surveillance, laboratory and epidemiological capacity, information technology planning, education/training, and public information.

Direct Regional Emergency Medical Services Oversight Program activities including oversight of the Franchise Agreement with the Regional Emergency Medical Services Authority (REMSA), and the activities conducted under the Regional Emergency Medical Services Oversight Interlocal agreement related to the oversight and continuous improvement of the Regional EMS system and the Emergency Medical Services Advisory Board.

Direct the Vital Statistics Program activities including registering births and deaths in Washoe County, and issuing birth and death certificates.

Develop goals, objectives, and action plans for sophisticated, comprehensive, and ongoing community health assessment, surveillance, and epidemiology related to prevention and control of infectious diseases, chronic diseases, and injuries.

Supervise staff in surveillance, epidemiology and outbreak control; data development, analysis and dissemination; and community health assessment. May also supervise staff in health promotion, chronic disease and injury prevention, and related programs as resources permit.

Provide public health advice and direction to Health Department staff and healthcare providers in the community; advise District Health Officer, community and media on issues related to infectious diseases and public health preparedness.

Assist in developing and updating the District Health Department's comprehensive public health preparedness plan to rapidly investigate and respond to a public health emergency i.e. addressing surge capacity, delivery of mass prophylaxis and immunizations, and epidemiological investigation and response needs, including practice exercises.

Assist in developing and training the District Health Department's staff to respond to a public health emergency; and for special epidemiologic response teams regarding investigation, rapid needs assessments, exposure assessments, control measures, and other actions.

Assist in educating and training health professionals, infectious disease specialists, emergency department personnel, first responders, and the community in preparing for bio-terrorism, infectious disease outbreaks, and other public health emergencies.

Evaluate the District Health Department's surveillance and epidemiology functions, procedures, and policies to effectively and efficiently monitor infectious disease incidence to assure a rapid and effective response to potential or actual outbreaks, whether due to natural causes or bio-terrorism.

Act as the District Health Department's liaison with physicians and other medical providers, hospitals, universities, first responders and related individuals and agencies; represent or support the District Health Officer in this role.

Aid in developing health information and risk communication for the public and key partners in the public health system.

Act as a key spokesperson during a public health emergency or disease outbreak; identify other key spokespersons in the community; communicate with the media about public health issues.

Supervise the activities and performance of assigned staff, including training, work assignments, discipline, and performance evaluation.

Develop and manage the Epidemiology and Public Health Preparedness Division budget.

Ensure assigned personnel perform duties in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Federal, state, and local communicable disease laws.

State, county, and local government preparedness plans.

Regional Emergency Medical Services.

State Health Alert Network and State Emergency Powers Act.

State, county and department codes, regulations, and policies related to areas of assignment.

Incident Command System.

Ability to:

Work in partnership with State and local government agencies to develop, coordinate, and implement emergency preparedness plans and respond to public health emergencies.

Design, implement, evaluate, and revise surveillance programs.

Manage programs, including budgets and staff.

Assist other local community partners, as necessary, in developing their preparedness plan.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Effective leadership and management practices.

Public health principles and practices.

Principles and practices to control and prevent acute and chronic diseases.

Statistical operations and software related to epidemiology, field investigations, and research.

Principles of community health assessment, health promotion, and disease and injury prevention.

Principles of biostatistics.

Disease surveillance and epidemiology.

Control and prevention of infectious diseases, including principles of planning, preparation, and response to bio-terrorism and natural outbreaks of infectious diseases.

Risk assessment and risk communication.

Ability to:

Effectively manage, motivate, and develop staff.

Design and evaluate epidemiological studies and assess the need for intervention and control.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Coordinate and facilitate the activities of programs and individuals from different agencies and organizations in an effective and collaborative manner.

Exercise good judgment, flexibility, and sensitivity in response to changing situations and needs.

Design, implement, and evaluate programs, interventions, and public health improvement projects.

Direct outbreak investigations and control measures.

Advise the District Health Officer about communicable disease control, public health preparedness and emergency medical services.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Required to work whatever hours are necessary to meet the demands of the position, including evening and weekend meetings. During public health emergencies, extended hours and long work shifts may be necessary.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.