



## CLASS SPECIFICATION

Class Code: 15303  
Date Est: 03/2005  
Last Rev: 09/2015  
Last Title Chg:  
FLSA: Non-exempt  
Probation: 12 months

### PUBLIC HEALTH INVESTIGATOR I

#### **DEFINITION**

Under direct supervision, participates in public health investigations and surveillance by gathering data, conducting disease investigations and providing education on communicable and chronic disease including injuries, and prevention recommendations.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in Behavioral Science such as psychology, OR Health and Human Service field such as Health Ecology, Nursing, and Social Work OR Science field such as microbiology, biology or related area plus one year of experience interviewing people, assessing information, extracting records, and documenting findings; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

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

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level class in the Public Health Investigator series, which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. If the requisite proficiency is not demonstrated during the probationary period, an incumbent will not be retained. Incumbents are expected to work with less independence than incumbents in the Public Health Investigator II class. Work assignments may be less complex and/or reviewed more frequently than the journey level Public Health Investigator II class.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

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

Conduct individual case investigations per established protocols; contact health care providers or laboratories to confirm diagnosis and obtain information; conduct interviews and home visits; perform chart reviews; provide disease specific recommendations for control and prevention.

Coordinate the collection and submission of specimens to the laboratory from children and adults needed for investigation of cases; counsel clients on proper specimen collection and labeling; monitor lab reporting and interpret lab results and perform chart reviews.

Compile client information including health data and perform detailed documentation including identifying contacts, updating individual case investigation files, tracking services provided to clients; maintaining spreadsheets and other databases.

Research and produce disease control information and participate in communicable and chronic disease and injury surveillance activities as directed by an epidemiologist and/or supervisor.

Act as a resource person to medical and lay communities regarding communicable disease control issues.

Assist with compiling basic descriptive epidemiological data. Assist in the creation of outbreak investigation and single event reports.

Assist with development and presentation of educational programs to departmental staff, physicians, health professionals, universities, schools, community groups, and the general public including research, design and/or update brochures, and patient handouts for programs.

Participate in departmental meetings; contribute and collaborate on Epi Center projects including articles, development, and revision of protocols and standard operating procedures.

Perform duties as assigned in the event of a public health emergency.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

#### **Knowledge of:**

Department/Divisional policies and procedures.

Computer software specific to department/division.

Terms and acronyms commonly used in the assigned function.

Chronic disease and injury epidemiology, risk factors, and prevention.

Communicable disease diagnosis, symptoms, modes of transmission, etiology and physiology.

CDC recommendations for control, treatment, and prevention of communicable diseases.

Public Health laws and regulations for communicable disease (NRS and NAC 441A), OSHA blood borne pathogens standard, and HIPPA.

#### **Ability to:**

Deal with emergency situations involving multiple priorities and critical deadlines.

Compile and present findings and recommendations.

Exercise sound judgment and decision making.

Apply Public Health laws and regulations for communicable disease.

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

#### **Knowledge of:**

Principles and techniques of interviewing to conduct confidential medical investigations and record data.

#### **Ability to:**

Apply interviewing and investigative techniques.

Establish rapport with those contacted in the investigative process.

Operate a personal computer and a variety of software packages.

Establish priorities and organize work.

Gather, organize, analyze, and present a variety of data and information.

Prepare clear, concise, and accurate records and reports.

Maintain the confidentiality of case/client records.

Read, interpret, and apply pertinent laws, statues, regulations, including administrative and departmental policies and procedures.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to lift and move objects weighing up to 25lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine. Ability to drive a car. Work is usually performed in an office environment; but may also require frequent travel to private homes, hospitals, and clinics.

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