

CLASS CODE: 5F61
PAY RANGE: EP 26

CHRONIC DISEASE EPIDEMIOLOGIST

GENERAL DEFINITION

This is public health program work at the senior epidemiological expert level in the planning, management, and implementation of all tobacco, obesity, and chronic disease-related program evaluation, surveillance, and data analytic activities. The position in this class is responsible for developing an overarching evaluation and surveillance plan for chronic disease-related programs and implementing the plan through the supervision of subordinate staff and contracted agencies. Significant to the work is managing, analyzing, and interpreting data on core measures to track program effectiveness and developing and disseminating evaluation products. The employee in this class is also responsible for insuring all necessary human subjects review and for developing data use agreements. Work is performed under the direction of the Director of Policy and Planning.

ALLOCATING FACTORS: (The following conditions must be met for a position to be allocated to this class.)

1. The position must lead, plan, manage, and implement all tobacco, obesity, and chronic disease related evaluation and surveillance activities and must supervise analysts engaged in data analysis, program evaluation, and surveillance.
2. Only one position will be allocated to this class in the Health Department.

TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Develops an integrated evaluation plan for chronic disease, addressing all the required core measures of weight, proper nutrition, physical activity, tobacco use, and emotional well-being and mental health; assesses validity and relevance of different methodologies for program evaluation; uses evaluation resources efficiently to meet goals and objectives; tracks and manages categories of data reflecting the development of health and disease; implements the integrated evaluation plan through staff and external partners; makes recommendations for creation of new or revision of current surveillance systems and data collection to improve program effectiveness.

Selects external partners for evaluation; manages evaluation contracts, including budgets and deliverables; oversees contracted staff and external partners in coordinated evaluation projects; reviews and validates data analysis done by subordinate staff to ensure consistency and quality of data; provides technical direction to subordinate staff.

Composes and maintains data analytic standards for all evaluation staff; determines available and appropriate data sources; develops and/or maintains databases for surveillance and program evaluation purposes; establishes and maintains

data sharing protocols and systems based on applicable regulations and policies; coordinates all necessary human subjects review prior to initiation of evaluation activities; ensures investigations, data collection, data user agreements and data dissemination follow ethical/legal principles.

Develops products of evaluation, including reports, data briefs, presentations, and manuscripts; synthesizes key findings from the surveillance system and determines evidence-based interventions for use by policy makers; communicates findings of surveillance to multiple audiences; writes grant applications; analyzes data independently and interprets findings to inform program and policy development; monitors progress with policy, systems, and environmental change in terms of reach and impact.

Coordinates evaluation plans and projects with program managers internally and with other city departments and state agencies; facilitates partnerships between public health officials, academic centers, health care organizations and others to support epidemiological investigations of health problems affecting the community.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- public health principles
- chronic disease epidemiology
- public health surveillance systems
- quantitative and qualitative methodologies of program evaluation
- human subjects protection rules and regulations
- Institutional Review Board submission procedures and processes
- rules and regulations to protect confidentiality of personal health information
- development and maintenance of relational databases
- statistical, analytic and data management software
- supervisory methods and techniques

SKILL IN:

- applying biostatistics in support of epidemiological practice
- designing and conducting epidemiological investigations
- using statistical software packages to conduct data analysis
- designing and conducting health assessments and program evaluations
- developing and managing databases effectively to support surveillance and investigation practices
- writing and submitting programmatic and research grants

ABILITY TO:

- lead a diverse team of evaluation staff

- plan, direct and review work of subordinates
- develop and implement comprehensive evaluation plans
- through subordinate staff and contracted evaluation partners
- integrate chronic disease epidemiology expertise into program planning and implementation
- manage contracts, including the development of budgets and scopes of work to achieve deliverables
- use evaluation resources efficiently
- communicate findings of evaluation orally and in writing to audiences with varied expertise
- work collaboratively and maintain effective relationships with representatives internally and externally
- publish in peer-reviewed journals and present at national scientific conferences

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE (The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Applications submitted by candidates for this class will be reviewed based on training and experience requirements as approved on 7/12.)

Option 1:

EDUCATION:

Completion of a Doctoral degree from an accredited college or university in Epidemiology, Biostatistics, Public Health or a related field.

AND
EXPERIENCE:

Four years of experience planning, managing, and implementing public health surveillance, data analysis, and program evaluation activities, preferably for a local, state, or federal agency.

OR

Option 2:

EDUCATION:

Completion of a Master's Degree from an accredited college or university in Epidemiology, Biostatistics, Public Health or a related field.

AND
GENERAL EXPERIENCE:

Three years of experience managing evaluation and analytics projects through subordinate analytic staff;

AND
SPECIFIC EXPERIENCE

Four years of experience planning, managing, and implementing public health surveillance, data analysis, and program evaluation activities, preferably for a local, state, or federal agency.

OR

Any equivalent combination of experience determined to be acceptable by the Office of Human Resources which has included the specific experience.

PHYSICAL AND MEDICAL REQUIREMENTS

Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

Class Established:

CSC: 6/12

Ad Board: 7/12

JL