

# 4A09

## DISEASE SURVEILLANCE INVESTIGATOR

### SPECIALTIES

1. [HIV Diseases](#)
  2. [Infectious Diseases](#)
  3. [Bilingual](#)
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### GENERAL DEFINITION

- This is public health disease surveillance and control work at the full performance level. Employees in the HIV Diseases specialty are responsible for reviewing case information concerning incidences of HIV and AIDS related syndromes in Philadelphia County. Employees in the Infectious Diseases specialty are responsible for conducting on-site field investigations for the purpose of detecting and controlling infectious diseases such as tuberculosis, salmonellosis, hepatitis, measles, and others. Positions allocated to the Infectious Diseases specialty are responsible for an assigned caseload of persons known or suspected of having an infectious disease and their contacts. Contact with public and private health care providers, registries, laboratories and the general public to collect information and insure accurate reporting of data is a significant aspect of the work.
- Working conditions involve some disagreeable aspects. Work is performed under the direction of a Disease Surveillance Program Supervisor.

### ALLOCATING FACTORS:

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

- Employees must perform public health disease surveillance work concerning incidences of HIV diseases and related syndromes; or in the detection and control of infectious diseases.
  - Employees must perform detailed epidemiologic case investigations.
  - Positions must be located in the Disease Control Division of the Health Department.
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### TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

## **ALL SPECIALTIES**

### **• HIV DISEASES SPECIALTY**

- Performs surveillance activities to identify HIV cases; contacts health care providers, registries and laboratories to determine incidence of HIV diseases in the general population; implements and maintains contact, reporting, and feedback mechanisms for HIV diseases and related syndromes; makes site visits to health care facilities and engages in other required surveillance to track progress of HIV cases
- Performs detailed epidemiologic case investigations on selected HIV cases; obtains clearance from physicians to interview patients if needed; interviews patients to determine case history and possible source of infection; determines medical status of families of HIV patients.
- Prepares surveillance information for inclusion in HIV disease central registry records; collects and consolidates epidemiologic data on HIV related syndromes; prepares reports on HIV cases for the State Department of Health using standard forms and codes; reviews statistics from the Federal Center for Disease Control for accuracy.
- Provide assistance in statistical analysis projects to determine infection trends and high risk populations; collects data on hospital stay durations and care costs for HIV patients in order to forecast health resource needs for future allocations; prepares home care costs for HIV patients.
- May present information on surveillance activities in forums, lectures and education programs HIV diseases and related syndromes for health care providers; assists program staff in the development of educational and training materials; provides data for inclusion in grant applications to receive federal and state funding for HIV disease surveillance and public health education projects; prepares periodic reports of surveillance activities as required by grants.
- Performs related work as required.

### **INFECTIOUS DISEASES SPECIALTY**

- Conducts field investigations of persons suspected of having or known to have an infectious disease; interviews neighbors and relatives and searches files of public agencies in attempt to locate the individuals; educates the individuals on the causes, symptoms, effects, and treatments of the diseases; motivates individuals to seek medical diagnosis and treatment; elicits the names and locations of persons in contact with diseased individuals; conducts follow up investigations to determine that medical care has been received.
- Collects diagnostic, clinical, social, and demographic data on all reported cases through on-site field visits; takes and processes blood and other specimens to detect diseases; may conduct HIV or other tests as needed in the

field, may prepare and examine specimens on a dark-field microscope; obtains sputum samples, rectal swabs and fecal specimens.

- Contacts private physicians and laboratories to explain the objectives and functions of public health disease control; solicits their cooperation in furnishing the names and addresses of persons found by them to have infectious diseases.
- May participate in periodic immunization programs for infectious disease control; uses syringes and jet injector instruments to inoculate individuals; administers and interprets skin tuberculin tests.
- Prepares written reports of time spent on assigned cases, information obtained in the course of investigations, and results of investigations.

### **BILINGUAL SPECIALTY**

- Performs the duties above in either specialty with members of a designated non English language speaking community.

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## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

### **KNOWLEDGE OF:**

- U. S. Public Health Service Standards for disease surveillance and infectious disease control
- the methods and techniques of disease control field investigation
- interviewing and motivating principles and techniques as they relate to disease control investigation
- the techniques as they relate to disease control investigation in the Infectious Diseases specialty
- statistical methods and techniques used in descriptive epidemiology
- the applicable medical aspects of HIV diseases and related syndromes in the HIV Diseases specialty
- the applicable medical aspects of infectious diseases in the Infectious Diseases specialty
- the methods and techniques involved in administering vaccines and tuberculin skin tests, and in taking and processing specimens for disease in the Infectious Diseases specialty
- HIPAA Privacy Rules

### **SKILL IN:**

- administering vaccines and tuberculin skin tests in the Infectious Diseases specialty
- eliciting the names and locations of persons in contact with individuals with infectious diseases in the Infectious Diseases specialty
- interviewing and eliciting sensitive information

**ABILITY TO:**

- compile and analyze data to identify public health problems
  - prepare reports and present findings and conclusions in a clear and comprehensive manner both orally and in writing
  - employ tact, diplomacy and judgment in dealing with sensitive problems and hostile attitudes
  - prepare specimens for examination with a dark field microscope in the Infectious Diseases specialty.
  - establish and maintain effective relationships with infected individuals, representatives of governmental agencies, physicians and nurses, health care providers, associates and the general public
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**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 9/11)

**EDUCATION****ALL SPECIALTIES**

- Completion of a bachelor's degree program at an accredited college or university.

**BILINGUAL SPECIALTY**

- Sufficient training and/or experience to be able to understand and speak fluently and clearly in English and a designated non English language. **AND**

**SPECIFIC EXPERIENCE****HIV DISEASES SPECIALTY**

- One year of epidemiological surveillance and monitoring experience of the incidence, detection, and control of HIV diseases and related syndromes in a population.

**INFECTIOUS DISEASE SPECIALTY**

- One year of epidemiological surveillance and monitoring experience of the incidence, detection, and control of infectious diseases in a population with an emphasis on field investigation.

**NOTE:**

CLASSES THAT TYPICALLY MEET THE TRAINING AND EXPERIENCE REQUIREMENTS FOR THIS CLASS ARE:

Disease Surveillance Investigator Trainee. (4A08)

**PHYSICAL AND MEDICAL REQUIREMENTS**

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

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES**

1. Possession of a valid proper class motor vehicle operator's license as issued by the Commonwealth of Pennsylvania prior to appointment and during tenure of appointment as a Disease Surveillance Investigator.

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**PAY RANGE:**

EP17

- **CLASS ESTABLISHED:**
  - **CSC:** 6/88, **Ad Board:** 7/88
- **SPEC. REVISION:**
  - **CSC:** 7/11, **Ad Board:** 9/11

LBB/jl

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**END OF JOB CLASS SPECIFICATION - 4A09**