



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COVID-19 EPIDEMIOLOGIST I**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (entry-level) epidemiological work; under the direction of the Chief Administrative Officer or designee, and performs public health disease surveillance activities related to COVID-19. Assists with office functions, performs data entry and serves as a resource. "On-call" availability required; may perform surveillance and epidemiology activities during other COVID-19 related major outbreaks and/or disasters. Performs work in a professional, responsible and timely manner ensuring the collection of information in a confidential, accurate, and consistent manner. Responsibilities are performed with moderate latitude for use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Analyzes COVID-19 epidemiological data through the use of statistical measures

Abstracts epidemiological health data from the medical records of private medical providers and public health

Disseminates the results of investigations, special studies, and surveillance

Participates in analyzing, planning, developing, coordinating, and conducting specific epidemiological investigations or studies

Collects epidemiological data for the surveillance of specific diseases and conditions

Arranges for the cooperative use of epidemiological data with other agencies, other states, and national organizations such as the U.S. Center for Disease Control

Works with other health personnel in the control of public health problems

May coordinate with others to assist in the collection of epidemiological data

Performs related work as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conferring with public health agencies, medical providers, individuals, and/or community-based groups regarding the treatment, control, or prevention of COVID-19 and related infectious diseases and/or outbreaks of these conditions

Collect, process, and ship biological specimens, while maintaining inventory of specimen collection kits and related supplies

Educating partners about specifics of COVID-19 and related infectious diseases, proper specimen collection and storage techniques, and reporting of notifiable conditions

Responsible for data entry and inventory management systems

Assists with creating fact sheets, brochures, and educational literature regarding COVID-19 and related diseases

Perform all other duties as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Laboratory Sciences, Microbiology, Public Health, or related field of study required

Preferred: Master Degree in Epidemiology, Biostatistics, Public Health, or related field of study

Must be proficient in lab and clinical analysis/identification of Infectious Diseases

Minimum 6 months of experience in health, data entry or related work is preferred

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to maintain confidentiality and knowledge of HIPAA requirement

Limited knowledge of medical terminology and Texas public health laws

Good verbal and written communication skills required

Knowledge of computer software

Skill in problem solving

Skill in communicating effectively orally and in writing.

Bilingual English/Spanish preferred

Skill in preparing technical reports in a clear and concise manner.

Skill in proofreading and editing documents.

Ability to maintain effective working relationships with managers, co-workers, the public and professional groups.

Ability to organize and prioritize workload and meet deadlines.

Ability to work independently.

Ability to work on multiple tasks at the same time.

May be required to work other than normal hours including nights, weekends, and holidays.

Must provide your own dependable transportation (automobile)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations