



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COVID-19 EPIDEMIOLOGY TECHNOLOGIST 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 complex (journey-level) program/department coordination work planning, developing, and implementing program or service activities and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the public, as related to epidemiology and laboratory functions. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Performs reporting and guidance review of state and federal guidelines for COVID-19 prevention and response activities. Assists with the electronic data entry of reportable diseases. Involved in outreach and educational functions in the community as specifically assigned. Participates as a member of the Epidemiology Response Team (ERT); shall respond to all bio-terrorism events or large disease outbreaks and other Public Health emergencies anywhere in the state. Will be required to be "on-call" as assigned or during an event.

EXAMPLES OF WORK PERFORMED

Develops and implements Epidemiology and Laboratory county program(s) and/or service(s)

Completes grant deliverables and projects, related to COVID-19 Epidemiology and Laboratory activities

Supports information for Epidemiology and Laboratory recommendations, updates, regulations, policies, and procedures, such as those aligned with CDC, CLIA, and/or CAP

Supports information for implementation Epidemiology and Laboratory procedural or policy changes

Prepares Epidemiology and Laboratory performance, quarterly, and grant reports and recommends quality improvement opportunities

Participates in Epidemiology and Laboratory program planning, development, and implementation

Analyzes Epidemiology and Laboratory operations, review reports, makes recommendations, and provides justifications when needed to improve Epidemiology and Laboratory program outcomes

Analyzes the applications and variations of Epidemiology and Laboratory program(s) to develop an action plan to improve the Epidemiology and Laboratory grant program(s)

Provides Epidemiology and Laboratory consultative services and technical assistance to plan, implement, and monitor effective programs and services

Act as an Epidemiology and Laboratory program liaison to community and professional groups to coordinate, improve, and stimulate interest in the assigned program or activities

Reviews Epidemiology and Laboratory research findings relative to programs and/or services being developed

Reviews Epidemiology and Laboratory information on service delivery system methods, outputs, and activities to identify gaps in resources, and recommends improvements

Prepares, packs and completes forms for shipment of specimens for internal processing or for State Laboratory, assists in completing lab forms, taking samples to lab and retrieving results

Prepares and processes COVID-19 and other laboratory specimens for testing, packaging, handling, and/or shipping

Conduct Epidemiological disease investigations, such as COVID-19, and conduct disease prevention education

Performs all other Epidemiology and Laboratory -related 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, or a field relevant to the assignment

One (1) year of experience in Epidemiology and/or Laboratory Operations, or a related field related to the specific program or department

Two (2) years of laboratory experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Successfully completed an accredited Medical Laboratory Technologist program

Active Medical Laboratory Scientist or Medical Technologist (ASCP or AMT) certification is required

A Certification in the National Electronic Disease Surveillance System (NEDSS) is a Plus

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

Knowledge of local, state, and federal laws related to the program area; of public health laboratory and management techniques; of epidemiology and laboratory activities; of statistical analysis processes; and of public health program planning and implementation

Ability to gather, assemble, correlate, and analyze epidemiological facts; to devise solutions to problems; to prepare epidemiology and laboratory reports; to develop and evaluate policies and procedures; and to communicate effectively

Good verbal and written communication and presentation skills

Bilingual (Spanish and English) with the ability to converse fluently in both languages

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
- using personal protective equipment
- performing infection control standards

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities
- abiding by health information privacy (HIPAA) standards

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