



## DALLAS COUNTY JOB DESCRIPTION

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<b>Job Title:</b>	Epidemiologist II	<b>Job Code:</b>	3006200	<b>Job Grade:</b>	H
<b>Reports To:</b>	Chief Epidemiologist	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	Health and Human Services	<b>Loc. Code:</b>	2600000	<b>SIC Code:</b>	9431
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:</b>	A, B, C, D	<b>EEO Code:</b>	B08

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**Summary of Functions:** Leads epidemiological investigations, develops outbreak/bioterrorism plans in support of public health preparedness and emergency response activities, and analyzes and interprets illness/disease/biologic data collected as part of a vector control/bioterrorism surveillance/public health emergency team.

**Management Scope:** N/A

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<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Serves as lead investigator for infectious disease outbreak investigations or potential bioterrorism events; and establishes prevention and control procedures.	25	E
2. Monitors local, regional and state maintained data sources related to disease surveillance, outbreaks and public health emergencies	20	E
3. Facilitates the collection and reporting of quality data.	15	E
4. Assists with the development, maintenance and analysis of a standard data collection system.	15	E
5. Assists with grant documentation and preparation of proposals for potential funding sources.	10	E
6. Provides public health preparedness orientation and training to Epidemiologist I's.	10	E
7. Performs other duties as assigned.	05	N

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### **Minimum Qualifications:**

#### Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Public Health, or in a job related field of study. Three (3) years of work related experience.

#### Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Requires knowledge of principles, practices, current developments and techniques related to

epidemiology, public health and disease outbreak investigations. Must have a valid Class Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

Physical/Environmental Requirements:

Ability to withstand prolonged standing, walking, sitting and the ability to lift up to 25 lbs, unassisted. Ability to travel to various work site locations. Protective equipment may be required in the event of a public health emergency or bioterrorism event.

Hay Points/Point Factor:

KH: EI3 – 230, PS: D4 (38%) – 87, AC: D1P – 115, Total: 432, Profile: +2, KH/PS/AC: 53-20-27

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 10/2005; 10/2014;  
1/17/2017

Approved by Civil Service Commission on

Date 11/21/2005, 1/22/07;  
1/17/2017

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.