



## EMPLOYMENT OPPORTUNITY

**CLASS:** 2802                      **TITLE:** Epidemiologist I  
(dp1)

**SALARY:** \$2,354-\$2,862 Biweekly

**DEADLINE:** November 20, 2009

**POSTED:** October 23, 2009

### **JOB DESCRIPTION:**

Population Health and Prevention's **Communicable Disease Control Unit** is accepting applications for **one (1) full-time** position in class 2802 Epidemiologist I. **SHIFT:** Monday – Friday, 8:00 – 5:00. May include evenings, weekends and/or holidays.

*All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.*

**Appointment Type:** Permanent and provisional applicants are encouraged to apply. Provisional applicants will be required to participate in a Civil Service Examination for this job classification to become permanent.

### **ESSENTIAL DUTIES:**

Under general supervision by the Disease Control Team Coordinator, this position will provide technical consultation and epidemiologic support for communicable disease data collection methods, development of epidemiologic surveys, outbreak investigations and data analysis.

- **Data Analysis:**
  - Uses Access and SAS to evaluate accuracy, completeness, and timeliness of communicable disease data and to describe disease trends;
  - Develops data queries to periodically monitor disease occurrence;
  - Coordinates and works with the Communicable Disease Epidemiologist II staff (EPI Team) to analyze epidemiologic data.
- **Surveillance systems improvement:**
  - Assists with the design of data collection forms, procedures and protocols related to the Disease Control Team operations;
  - Assists with the development, maintenance and modification of databases for communicable disease data;
  - Implements communicable disease reporting procedures and assists with evaluation, modification, and documentation of procedures.
- **Case and Outbreak Investigations:**
  - Conducts outbreak investigations and provides technical consultation by assisting in the development of epidemiologic survey instruments and procedures for data collection;
  - Implements communicable disease surveillance reporting procedures;
  - May provide supervision when the Health Program Coordinator I (2589) is unavailable;
  - Writes outbreak reports as needed.
- Performs other duties as assigned.

**CONTINUED**

**MINIMUM QUALIFICATIONS:**

1. Completion of a master's degree program at an accredited college or university in Epidemiology or related field that includes a minimum of two (2) graduate level courses in Epidemiology or two (2) comparable graduate level classes in advanced research methodology AND two (2) graduate level courses in statistics or biostatistics; **OR**
- 2a. Completion of a master's degree program at an accredited college or university; **AND**
- 2b. Three (3) years of work experience within the field of Epidemiology performing study design, implementation or analysis.

**Verification/Waiver: Verification of qualifying education and/or experience is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.**

**DESIRED QUALIFICATION(S):**

- At least 6 months of full time work experience conducting communicable disease surveillance and/or outbreak investigations in public health agencies. Relevant experience includes:
  - Collecting communicable disease data through case interviews and laboratory surveillance,
  - Analyzing epidemiological data relating to infectious diseases,
  - Developing and maintaining communicable disease databases and/or
  - Interacting with laboratories and clinicians to obtain clinical and epidemiological information about communicable disease cases.
- Experience developing data collection forms for investigation of communicable diseases;
- Experience developing protocols for conducting surveillance or case investigation;
- Experience performing data entry in Microsoft Access or other database;
- Experience with word-processing in Microsoft Word;
- Familiarity with medical terms and disease control and prevention concepts;
- Ability to learn new communicable disease control information quickly and explain it to others;
- Ability to pay close attention to detail in creating forms, collecting data, and adhering to and creating protocols;
- Experience with analyzing, summarizing and interpreting information from epidemiologic investigations, including outbreaks;
- Experience developing questionnaires for outbreak investigation;
- Experience in database designing in Microsoft Access;
- Excellent planning and organizational skills;
- Ability to collaboratively create a workplan for completing products and to independently adhere to workplan schedule;
- Demonstrated ability interacting effectively and courteously with public health clients, medical providers and colleagues;
- Willingness to work after 5 PM on weekdays, weekends and possibly holidays;
- Possession of a valid California Driver's License.

**CONTINUED**

**APPLICATION PROCEDURE:**

Interested individuals must submit a resume and [City and County of San Francisco \(CCSF\) employment application](#) to Diane Portnoy, MPH, Department of Public Health, 101 Grove Street, Room 408, San Francisco, CA 94102 by November 20, 2009. CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25<sup>th</sup> Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, or the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. [www.sfdph.org](http://www.sfdph.org)

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS  
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer  
Women, Minorities, and Persons with Disabilities are encouraged to apply*