



THE COUNTY OF SUTTER

Invites Applications for



PUBLIC HEALTH EPIDEMIOLOGIST (Limited Term)

\$5,026 - 6,155/Monthly
\$60,316 - \$73,860/Annually

FINAL FILING DATE:

Open Until Filled
APPLY IMMEDIATELY!

(Postmarks will not be accepted)

THE POSITION: Under direction, plans, initiates and conducts epidemiological investigations; organize and conducts field studies and disease surveillance to determine the patterns of disease in the community; directs difficult and complex administrative tasks to control disease outbreaks and prevent avoidable morbidity and mortality; and performs related duties as required. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class up to nine months.***

JOB DUTIES: Plans, initiates and conducts epidemiological investigations; organizes and conducts field studies and disease surveillance to determine the patterns of disease in the community; directs, coordinates, reviews and evaluates surveillance and epidemiology programs and activities for the County including HIV/AIDS, other communicable diseases, vital statistics, maternal and child health, environmental epidemiology, and other programs; collects, reviews, and evaluates data including case reports, health statistics, demographic information and the results of laboratory tests to identify possible epidemiological trends, locations and sources; designs, implements, and utilizes computerized data storage, retrieval and analysis systems for epidemiological research and studies; advises departmental officials about potential or active epidemic trends and disease patterns, their characteristics, developments, possible causation, and control procedures; serves as a resource and technical consultant on epidemiology to departmental officials, physicians, nurses, the public, and other agencies; participates on various committees, study groups, and task forces in the community; makes technical and informational presentations to professionals and the public.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: Knowledge of principles and practices of epidemiology including design and evaluation of epidemiological research including outbreak investigations; theory, practice, and application of epidemiological methodologies; methods of preparation of scientific research reports; principles and method of public health practice; principles and practices of statistics and its applications in epidemiological research and studies; computer software to generate, organize, and display statistical charts, graphs and other research data; current developments in epidemiology and general medicine.

Ability to: Ability to design, direct, and conduct surveillance and epidemiological studies and research projects, evaluate results, and make conclusion; participate in the development and operation of data systems for monitoring of disease status and trends; give an account of the epidemiology of community health disease and apply this knowledge to the control of disease, evaluate clinical and preventive procedures; perform, direct, and coordinate the collection, analysis, interpretation, and evaluation of health data; perform statistical analysis on large data sets for surveillance and epidemiological studies utilizing computer programs such as SPSS/SAS/EpilInfo, MS Office software including Access, Excel, Word, and PowerPoint and some experience in geographic information systems (GIS);; critically read epidemiological literature and identify possible sources of bias and error in published data; use tact and persuasion in eliciting information, explaining, and advocating research objectives and methods; establish and maintain cooperative relationships with and between people in the department and in the community, both lay and professional; prepare written and oral presentations of epidemiologic findings and complex statistics in a concise and accurate manner; plan, initiate, and complete work assignments with minimal supervision.

Education and Experience: Bachelor's Degree in Nursing, with two years of experience as a Public Health Nurse with experience in disease investigation or a Master's degree, from an accredited college or university in Epidemiology, Public Health or a Health Science field with emphasis or specialization in Epidemiology and two years of experience designing, conducting, analyzing, interpreting, and evaluating epidemiologic studies with emphasis or specialization in epidemiology. A doctoral degree (PhD) in Epidemiology, Public Health or other related Health Science field may be substituted for one year of experience. A combination of education and experience which demonstrates possession of and competency in the requisite knowledge and abilities.

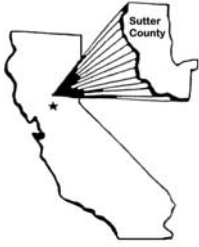
Special Requirements: *Essential duties require the following physical and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; ability to think and act quickly in emergencies; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry or use of other office equipment or supplies; ability to operate a motor vehicle; involves VDT exposure.

License or Certificate: Must possess and maintain a valid California Driver's License.

The recruitment process for this position includes completing an application, and participating in oral interview(s) and for some positions, successfully passing a bilingual examination (written and oral components) or sign language examination. Please notify the Personnel Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Rev. Date: 08-28-09



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 93,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 950 positions with an annual budget of 190 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** to complete a Sutter County application. Applicants are also invited to submit any additional information in resume form. For additional information or to obtain an application, please contact the Sutter County Personnel Department at:

**Sutter County Personnel Department
1160 Civic Center Boulevard, Suite B
Yuba City, CA 95993**

Phone (530) 822-7113 FAX (530) 822-7191

Web Site www.suttercounty.org E-mail personnel@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

The Sutter County Personnel Department must receive applications no later than 5:00 P.M. on the final filing date. Postmarks will not be accepted.

Important Note: **Applications must be submitted to Personnel via mail, fax or delivered to our office. We are unable to accept e-mailed applications or resumes.**

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: Salary ranges have five steps with approximately 5% between each step. New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. Thereafter, annual step increases are based upon satisfactory performance.

Retirement: The County of Sutter is a member of the Public Employees' Retirement System (PERS) and Social Security Program. The current retirement formula for miscellaneous members is 2.7% @55 and for Safety it is 3% @50. The County pays approximately 8% (9% for sworn peace officers) of the employee's contribution towards retirement which is payable to the employee through retirement or upon termination of employment.

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). The effective date of health benefits shall be the first of the month following the date the employee's health benefits plan enrollment form is received in the personnel office. Dental, vision, and life insurance become effective the first of the month following 30 days of employment.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Twelve paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans.

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Notice: *In accordance with Government Code 3502.5 all employees hired into job classifications in the General and Professional Bargaining Units are bound by an Agency Shop Agreement and are represented by the Sutter County Employees Association labor contracts. All employees hired in these Bargaining Units are required to pay an initiation fee of \$45.00, plus dues of approximately 1% of the employee's base pay to the Sutter County Employees Association.*

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, religious creed, color, national origin, ancestry, medical condition (cancer-related only), mental or physical disability (including AIDS or HIV), marital status, sexual orientation, sex or age. Minorities, women and the disabled are urged to apply.

Rev. ~10/08

**Sutter County Personnel Department
PO Box 1555
Yuba City, CA 95992**