

Market Range Detail - Epidemiology Analyst

Effective Date

March 3, 2014

Market Range Title Description

PURPOSE STATEMENT

Positions in this market range title are responsible for supporting epidemiologists through the maintenance and development of data systems, data management, quality assurance, and report design. The position will also conduct other activities required to ensure that the Department of Public Health can identify and control infectious disease outbreaks and other public health threats.

PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Provide data management including quality assurance and quality control of data, creating and distributing data monitoring reports, and facilitating smooth operation of databases. Analyze databases for surveillance purposes including outbreak detection, aberration detection, and identification of changes in reporting patterns.
- Ensure accuracy, completeness, timeliness, and quality of disease reports in epidemiology databases, including data cleaning and data management of quantitative records. Detect data problems such as incorrect data or duplicate data and perform independent follow-up to correct problems. Write and execute protocols for and train others in tasks related to use and maintenance of the database(s).
- Produce data management reports and presentations. Use computer/statistical programs to analyze data, report numbers, types, or other characteristics of disease and/or death certificate records, e.g., complete weekly data match between death database and medical examiner database. Participate in syndromic surveillance activities such as hospital chief complaints, poison center calls, 911 calls, etc.
- Participate in disease investigations and public health emergency responses under the supervision of epidemiologists, e.g., contact cases or potential cases, conduct interviews, follow up with laboratories to determine client results, and prepare various reports such as outbreak reports of food borne illness or healthcare associated illness. Immediately process disease reports from Medical Examiner to ensure timely case investigation.
- Participate in emergency preparedness and response planning and training, including activities such as attending pandemic influenza coordinating committee meetings, preparing for major surveillance events, serving as evaluator in emergency exercises, writing and revising preparedness protocols, and participating as part of a response team in an actual emergency.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$17.56	\$21.98	\$26.40

Likely Minimum Qualifications

- Associate's Degree in Science, Social Science, Public Health, Math, or a data-related field and two (2) years' experience in a related field such as public health, healthcare information technology, informatics, electronic health records, research or clinical trials, laboratories, etc.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.