

PROGRAM ADMINISTRATOR (EPIDEMIOLOGY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Westchester County Health Physician, an incumbent in this class is responsible for the planning, development, implementation, oversight, and coordination of programs related to management of population health data around a variety of areas including chronic disease, cancer, and communicable or infectious disease threats. The incumbent will be involved in communicable disease surveillance and epidemiologic and outbreak investigations. Responsibilities taking on a lead role in the department's periodic Community Health Assessment and input into the Community Health Improvement Plan, promoting public education on data and trends related to health issues, encouraging community awareness and identifying potential opportunities for regional prevention and disease control measures. Oversight may be exercised over technical and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Initiates, develops, implements and coordinates programs and procedures related to surveillance of communicable or infectious disease and chronic disease, for example, vaccine preventable diseases, vector-borne diseases, environmental health challenges, emerging diseases and preparedness, tuberculosis, sexually transmitted diseases (STD), hypertension, diabetes, etc. in collaboration with relevant program leadership.

Prepares and analyzes epidemiological and statistical reports including taking a lead role in the biannual Community Health Assessment by incorporating knowledge of social determinants of health and health disparities into interpretation of epidemiologic data and subsequent recommendations;

Initiates, develops, implements and coordinates programs and procedures related to epidemiologic investigation and control of communicable or infectious disease threats and chronic diseases;

Directs active or enhanced surveillance activities appropriate to the existing situation – and in collaboration with the relevant program leadership - including assembling, overseeing, and coordinating teams of staff from multiple programs to perform epidemiologic surveillance and investigations;

Coordinates activities and reports involving performance standards, systems and procedures to monitor and evaluate various departmental programs and conducts periodic program reviews for quality assurance control; evaluates program effectiveness and recommends changes in organization and procedures to meet program objectives;

Involved in designing and analyzing data from any epidemiologic studies that are conducted by the department;

Assists in developing methods for preventing and controlling an outbreak including collection and analysis of data to determine patterns and cause of disease;

Conducts epidemiologic analyses and prepares reports relating to the issues studied and distributes information to appropriate parties;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Prepares and analyzes epidemiological and statistical reports, and assists with the preparation and analysis of budget and fiscal reports as required;

Consults with leadership to develop and implement systems and procedures for data collection, management, and analysis of surveillance and investigation data, and for the reporting and monitoring requirements of the programs involved;

Serve as day-to-day liaison with NYSDOH for program, data, and testing issues.

Performs surveillance/analysis for indicators of potential emerging disease-related incidents;

Represents the Health Department at program related meetings/conferences with healthcare organizations, governmental agencies, community groups, and the public

Trains, develops, and coordinates DDC professional, technical, clerical, and support program staff from multiple programs in the conduct of surveillance, investigations, and other activities related to emerging infectious disease threats;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public health principles, practices and administration; thorough knowledge of epidemiology; thorough knowledge the principles and practices for the development of studies related to public health issues; knowledge of public health principles of planning, organizing, and implementing disease control programs; knowledge of modern public health methods of disease detection, prevention, and control; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to use statistical analysis software and data visualization tools; ability to design and implement studies for public health issues; knowledge of measurement of disease and health; ability to gather information to evaluate the data and to make appropriate inferences; ability to establish and maintain effective working relationships with government agencies and the public; ability to understand and interpret complex written regulations; ability to communicate effectively both orally and in writing; ability to prepare detailed written reports and procedures; ability to plan and oversee the work of others; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; tact; sound professional judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* and either (a) a Master's degree* in public health which included coursework in epidemiology and three years of professional public health experience which included gathering and analyzing data related to public health issues such as communicable disease, chronic disease, emerging threats, social determinants of health and identification and analysis of health disparities, environmental hazards, morbidity, etc., and which included the design and implementation of such studies; or (b) six years of experience as described in (a); or (c) a satisfactory equivalent combination of training and experience.

SUBSTITUTION: Coursework toward a Ph. D.* in public health administration, or related field may be substituted for experience at the rate of 30 credits* per year of experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in New York State at the time of appointment.