

PROGRAM ADMINISTRATOR (EPIDEMIOLOGY)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Chief of Section (Communicable Diseases), an incumbent in this class is responsible for the planning, development, implementation, oversight, and coordination of programs related to communicable or infectious disease threats, including the West Nile virus, influenza, bioterrorism, etc. The incumbent will coordinate communicable disease surveillance and epidemiologic and outbreak investigations. Responsibilities include promoting public education, encouraging community awareness and regional prevention and control measures. Oversight may be exercised over a number of 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 threats, including West Nile Virus, influenza, bioterrorism, tuberculosis, sexually transmitted diseases (STD), etc.;

Initiates, develops, implements and coordinates programs and procedures related to epidemiologic investigation and control of communicable or infectious disease threats, including West Nile Virus, influenza, bioterrorism, tuberculosis, sexually transmitted diseases (STD), etc.

Coordinates activities and reports involving multiple program areas e.g. Communicable diseases, Tuberculosis, West Nile virus, Sexually Transmitted Diseases based on an assessment of needs, resources, departmental goals and objectives;

Initiates and develops participation and cooperation of professional groups, governmental agencies, community organizations, educational institutions etc., in the development and implementation of the program;

Directs active or enhanced surveillance activities dictated by the existing situation – including assembling, overseeing, and coordinating teams of staff from multiple programs to perform epidemiologic surveillance and investigations;

Receives reports and investigates/oversees investigation of suspect cases, and consults with Division or Communicable Disease Director regarding the need for laboratory testing and additional investigation/control measures;

Develops and implements performance standards, systems and procedures to monitor and evaluate the program and conducts periodic program reviews for quality assurance control; evaluates program effectiveness and recommends changes in organization and procedures to meet program objectives;

Conducts epidemiologic analyses and prepares reports relating to the issues studied and distributes information to appropriate parties; conducts bioterrorism and other non-routine surveillance/investigations and prepares and disseminates the reports;

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

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Consults with Planning & Evaluation Section 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 bioterrorism 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.

REQUIRED 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 design and implement studies for public health issues; 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, emerging threats, 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.