



**Code: 3402**

Family: Health and Human Services

Service: Health and Welfare

Group: Medical and Social Service

Series: Public Health

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## **CLASS TITLE: DIRECTOR OF EPIDEMIOLOGY**

### **CHARACTERISTICS OF THE CLASS**

Under direction, directs staff engaged in studying and researching epidemiological data, AIDS surveillance, and the registration and dissemination of vital statistical records, and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs staff engaged in gathering, researching, and analyzing epidemiological data (e.g., infant mortality, AIDS, tuberculosis, cancer, immunizations) and preparing reports recommending methods for reducing morbidity and mortality risks
- Reviews scientific literature for information on morbidity and mortality risk factors for inclusion in epidemiological reports
- Writes reports and scientific articles on epidemiological findings
- Manages surveys and the collection and manipulation of data
- Directs the evaluation of health programs to determine their effectiveness and makes recommendations concerning their continuation based on the analysis of epidemiological data
- Directs the development, maintenance, and quality of epidemiological databases used in conducting research
- Establishes collaborative relationships with other health agencies and academies for information sharing relative to epidemic diseases
- Identifies and applies for available public health research grants
- Identifies and prioritizes diseases for study and makes staff assignments
- Manages the hiring, training, and evaluation of division staff
- Oversees the preparation of the division's budget
- Develops and implements comprehensive data dissemination strategies for diverse technical and non-technical audiences
- Participates in the development of emergency preparedness and first response capacity for the department
- Represents the Department at epidemiological seminars and conferences, as required
- Serves as an Assistant Registrar responsible for the maintenance and integrity of the City's vital records, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Master's degree or higher in Public Health, Statistics, Mathematics or a directly related field, PLUS five (5) years of work experience in the field of epidemiology, of which three (3) years are in a supervisory role related to the responsibilities of the position

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Comprehensive knowledge of:

- \*statistical computer software packages and applications including SAS
- \*epidemiological research and analytical practices and procedures
- \*management and supervisory methods, practices, and procedures

Advanced knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- \*medical terminology
- \*human development and disease theory

Considerable knowledge of:

- \*public health care trends, issues, programs, and services

Some knowledge of:

- funding sources and grant preparation and administration methods and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Epidemiologist IV class

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MATHEMATICS - Use mathematics to solve problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*SCIENCE - Use scientific rules and methods to solve problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*MANAGEMENT OF FINANCIAL RESOURCES – Determine how money will be spent to get the work done and account for these expenditures

- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job

Other skills as required for successful performance in the Epidemiologist IV class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Epidemiologist IV class

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Epidemiologist IV class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
September, 2010; April, 2025