



**Code: 3414**  
Family: Health and Human Services  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Public Health

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## **CLASS TITLE: EPIDEMIOLOGIST II**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs research and analysis of epidemiological data and recommends intervention measures for the causes and control of diseases affecting the Chicago area, and performs related duties as required

### **ESSENTIAL DUTIES**

- Analyzes surveillance data to track the cause, effect, and course of epidemics (e.g., prevalence, incidence, time trends, risk factors on various populations)
- Assists senior staff in the analysis of epidemiological data and the preparation of narrative reports describing the causes of morbidity and mortality
- Writes programs or uses various software (e.g., SAS) to generate complex data summaries, tables, charts, and graphic displays or to perform difficult manipulation of data
- Locates, organizes, and summarizes epidemiological literature for inclusion in reports or for use as background material on new areas of investigation
- Assists senior staff in designing surveys for data collection and reporting
- Works with senior staff in designing disease intervention programs and in recommending program changes based on the analysis of epidemiological data
- Validates the integrity of databases by generating tabular summaries to check for inconsistencies and devises statistical procedures to resolve discrepancies
- Assists in identifying new causes and risk factors associated with morbidity and mortality, conducting special studies, and researching information from local health agencies
- Monitors the timely collection of data from department clinics
- Oversees the development and maintenance of databases on health-related issues and collaborates with City departments on shared databases
- Submits research for presentation at national and local scientific conferences
- Responds to requests for epidemiological data as appropriate (e.g., collaborates with outside public health agencies and universities), as needed
- Provides information to senior staff for inclusion in research and grant proposals, as needed

**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 Bachelor's degree in Public Health, Statistics, Mathematics, or a directly related field, plus three years of epidemiological work experience; or an equivalent combination of education, training and experience provided that the minimum degree requirement is met.

#### **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 computers, scanner)

## **PHYSICAL REQUIREMENTS**

- Ability to operate a personal computer and related equipment

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

### **Knowledge**

Considerable knowledge of:

- \*statistical computer software packages and applications

Moderate knowledge of:

- \*epidemiological research and analytical practices and procedures

Some knowledge of:

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

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

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

### **Skills**

- **ACTIVE LEARNING** – Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **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
- **PROGRAMMING** - Write computer programs using applicable software and computer languages to facilitate analyses of data

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

### **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 class series

**Other Work Requirements**

- **INITIATIVE** - Demonstrate willingness to take on job challenges
- **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 class series

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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  
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