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

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.

City of Chicago
Department of Human Resources
June, 2009