

# CHELAN-DOUGLAS HEALTH DISTRICT

## POSITION DESCRIPTION

**TITLE:** Regional Epidemiologist/RERC: Public Health Program Specialist (PHPS) I, II or III  
Depending on Qualifications

■ Exempt    □ Non-Exempt

**DEPARTMENT:** Emergency Preparedness/Admin  
Reports to Administrator

### **ANNUAL SALARY:**

PHPS I -- \$55,728 to \$71,124

PHPS II -- \$58,470 to \$74,625

PHPS III -- \$67,919 to \$86,684 (Requires doctoral degree.)

Required to become a member of the local collective bargaining unit?    ■ Yes    □ No

### **GENERAL DESCRIPTION:**

This Public Health Program Specialist (PHPS) position provides epidemiology technical support services to Local Health Jurisdictions in the Public Health Emergency Preparedness collaborative which includes Kittitas, Grant, Okanogan, Douglas and Chelan Counties. The position requires establishment and maintenance of effective relationships with leaders and staff at all four jurisdictions, at the state health department, at local health care provider organizations, and with a wide variety of other partners ranging from sheriff's deputies to elected officials and subspecialty physicians. Epi services are involved in emergency preparedness activities such as plan development, exercises, and response to actual events such as public health emergencies and outbreaks. The Regional Epidemiologist serves as a technical consultant to the region's public health jurisdictions on a wide variety of disease prevention and control issues related to emergency preparedness, including the maintenance of the basic disease surveillance and reporting capacity on which public health emergency preparedness depends. The position requires the capacity to clearly present complex epidemiological information in a form that can be understood by a wide variety of audiences. Routine outbreak surveillance, identification and control efforts are used to develop greater readiness to respond to larger public health emergencies.

The position involves serving at the Regional Emergency Response Coordinator (RERC) for the area, acting as the area's primary point of contact with the DOH emergency preparedness and response program. This role includes representing the area in the development of deliverables related to PHEPR funding contracts, and in overseeing the timely submission of reports to the DOH emergency preparedness office as required by contract deliverables. In the event of an actual emergency, the RERC is responsible for working with local health department leadership and the area's emergency preparedness partners to respond effectively to the public health aspects of the emergency. Depending on the nature of the emergency, this could involve serving as Incident Commander or in another ICS role on behalf of one or more of the local public health jurisdictions.

This position may involve supervision of an emergency preparedness administrative assistant.

**TYPICAL WORK:**

- Develop, implement and evaluate public health programs based on community needs and on general public health goals and objectives.
- Write program proposals and reports that clearly describe needs, goals, objectives, methods and performance criteria.
- Document program activities and accomplishments.
- Manage program budgets.
- Provide leadership to local health jurisdictions within the area on public health issues related to emergency preparedness and response.
- Collaborate effectively with other public health staff members and managers on the delivery of public health programs.
- Collaborate effectively with community partners such as local health professionals, and with representatives of other organizations such as the Washington State Department of Health, to develop and implement public health programs.
- Provide effective presentations on public health issues and programs to members of the community and to groups of health professionals.
- Compose clear and effective written materials for professional and lay audiences on public health issues.
- Oversee the development of multi-media materials for lay and professional audiences on public health issues and programs.
- Develop and implement program evaluation activities as an integral part of public health programs.
- Collect, analyze and effectively present information on public health problems, needs and indicators.
- Effectively use on-line and other resources to maintain a current evidence-based understanding of the public health program in which the PHPS works.

**SPECIFIC KNOWLEDGE AND ABILITIES:**

- Broad knowledge of principles, practices, current developments and techniques related to The occurrence, control and prevention of infectious and chronic diseases.
- Broad knowledge of the principles and practices of public health.
- Broad knowledge of the principles and techniques used in investigation of disease outbreaks.
- Broad knowledge of conducting health surveys.
- Ability to develop and execute epidemiological studies and interpret results.
- Ability to gather, organize and present facts and statistical data in a clear, concise and logical manner, both orally and in writing.
- Ability to work in Windows computing environment.
- Ability to exercise initiative, tact, discretion and judgment in carrying out work.
- Ability to maintain effective working relationships with staff, other health district/departments, colleagues, public and private officials and community groups, and the general public.
- Requires manual dexterity and visual acuity to operate a personal computer and peripherals.
- Requires ability to drive an automobile.
- Requires ability to lift and carry up to 25 pounds.
- Requires sufficient hearing and speech ability to communicate orally.

**MINIMUM QUALIFICATIONS:**

- A masters degree in public health or a related field and at least 2 years of experience closely related to the duties of this position.
- A valid Washington State driver's license, or the ability to obtain one within two weeks of hire, is required.

**DESIRED QUALIFICATIONS:**

- Master's degree or PhD in epidemiology or a closely related field.
- At least 4 years of experience in field epidemiology in a public health setting, preferably a local health department.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

This position requires the ability to perform those activities to complete the essential functions of the job, either with or without reasonable accommodation. The noise level in the work environment is usually quiet to moderate. Required physical activities can include frequent keyboard fingering, talking, hearing, repetitive motions of hands and wrists, sitting, standing, and lifting, pushing, pulling, and carrying objects. Frequent day trips and occasional overnight trips within the area and occasionally elsewhere in Washington State.



3/20/2019

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Approved by Administrator

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Date