

LINN COUNTY CLASSIFICATION

TITLE: PUBLIC HEALTH ANALYST/INVESTIGATOR

NUMBER: 735

APPROVAL ORDER NUMBER: 2021-106

PAY RANGE: 16

DATE: APRIL 20, 2021

CATEGORY: SEIU

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plan, design, implement, evaluate, and monitor various internal and external health-related surveillance systems and field investigation activities and provide consultation to departmental staff and external health partners on disease monitoring and surveillance.

SUPERVISION RECEIVED: Works under the direction of a Public Health supervisor who assigns and reviews work for conformance to department policy and effectiveness.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this class.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Identify priority areas and available surveillance systems in collaboration with public health leadership and community partners. As appropriate and feasible, build new surveillance systems to monitor metrics related to priority areas; collect surveillance information from surveillance systems, management systems and/or community surveillance information and conduct data entry of client interviews and investigation activities to identify emerging issues with client population.
2. Collaborate with service providers to ensure entry into care and continuity of care; serve as a local resource for public health information or recommendations to the community and providers; conduct and contribute to provider and laboratory education, health department improvement activities and other means to improve the quality of care.
3. Participate in preparedness training; support health emergencies and outbreak response initiatives by participating in interventions and active data collection and coordinate with government agencies and health officials.
4. Gather, assess, and review client and community information using various investigation procedures including interviewing or data mining; assess and prioritize intervention activities and maintain field supplies and comply with field safety plans.
5. Conduct investigations using various investigation methodologies (e.g. including field investigations, investigations using electronic tools and site assessments); document intervention activities in a timely manner per local protocol and maintain confidentiality of sensitive client and protected health information.

6. Verify the client's identity during client encounters or prior to disclosing confidential information; notify and educate clients concerning test results, disease exposure, environmental risk and other relevant health information; conduct comprehensive interviews employing effective communication skills; ensure and promote a confidential and comfortable environment for client communications; inform clients of the importance of seeking care and refer them to the appropriate community or medical resources; collaborate with clients to gather information on an environmental risk history, risk reduction plan, third parties at risk or venues where the client or others may have been exposed to diseases and identify client barriers to needed interventions to conduct partner/contact notification and/or coordinate solutions to those barriers.
7. Verify the client received testing, adequate treatment and follow-up services as appropriate and provide clinic testing and treatment follow-up services in accordance with local protocol and CDC recommendations.
8. Identify and respond appropriately to unsafe situations; participate in event-based and targeted testing, screening or outreach; administer and/or deliver testing, test results and/or treatment to clients and collect or transport specimens and serve public health orders per jurisdiction protocol.
9. Determine disease intervention time frames, procedures and objectives; recognize or address gaps in information elicited and conduct client interviews to collect necessary information, review available case information and conduct case analysis to determine case priority level, disease staging classification and/or additional steps for intervention.
10. Participate in writing grants and other funding proposals and develop requests for proposals and contracts for data analysis and evaluation projects; participate on internal and external committees and workgroups related to areas of expertise; participate in program evaluation, conduct literature reviews, design methods and analyze data to evaluate program progress and effectiveness and develop and conduct training for local staff in the conduct of investigations and appropriate methods of controlling diseases and preventing injuries.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of public health processes and topics. Knowledgeable in the planning, designing, conducting and/or managing epidemiologic studies, field investigations and complex surveillance systems. Ability to organize and advise professional, educational, official and private groups on epidemiology, surveillance data and community health needs. Ability to work independently within the defined guidelines of the program and job description.

EXPERIENCE, EDUCATION AND TRAINING: A Bachelor's Degree with a focus in public health, epidemiology or another closely-related field and at least one (1) year of work experience with a public health agency or comparable organization. Master's Degree applicants are preferred.

NECESSARY SPECIAL QUALIFICATIONS: Must have a valid motor vehicle operator's license and an acceptable driving record at the time of appointment since travel to and from satellite clinics may be required. Some positions in this class may also require the possession of oral and written competence in one or more foreign languages. Bilingual applicants are preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client's homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear; sit, stand and walk; bend and stoop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard and reach with hands and arms and lift or move thirty (30) pounds.