

**CLASS TITLE: PRINCIPAL DISEASE CONTROL REPRESENTATIVE**

**Class Code: 02255400**

**Pay Grade: 27A**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, coordinate and supervise the making of field investigations and/or inspections for the purpose of detection, prevention and control of infectious and non-infectious diseases including sexually transmitted diseases, lead poisoning and other disease entities of concern to the division; to assist in the planning, coordination and evaluation of disease control programs by providing highly professional advice and assistance; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and written reports for results obtained.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and reviews the work of a professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, coordinate and supervise the making of field investigations and/or inspections for the purpose of detection, prevention and control of infectious and non-infectious diseases.

To be responsible for the coordination and review of the training and development of the program personnel.

To be responsible for the collection, compilation and statistical analysis of programmatic data and written reports.

To be responsible for the planning and implementation of epidemiological studies in the areas of infectious and non-infectious diseases.

To make recommendations regarding policy and program planning within the program, and to provide local programs with recommendations, assistance and information.

To develop and provide information in written reports regarding significant local efforts, trends and program plans and operation.

To be responsible for programmatic reports as required.

To serve as a liaison between the program and other departmental, state and local agencies.

To provide technical and scientific consultation to other health care professionals.

To be responsible for the most difficult and complex epidemiological investigations.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the procedures, methods and techniques involved in the prevention and control of non-infectious and infectious diseases; a thorough knowledge of the pertinent statutes and regulations relating to infectious and non-infectious diseases; a thorough knowledge of the methods and procedures involved in the making of social hygiene investigations and the training and supervisory methods utilized in forming and supervising a staff engaged in such investigations; a working knowledge of descriptive and analytical statistical techniques; a familiarity with the research and evaluative methodologies needed for program planning and development; the ability to establish and maintain effective working relationships with professional personnel in similar or related programs both within and outside the state; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing;  
and

Experience: Such as may have been gained through: considerable employment in a position involving the supervision of personnel performing field investigations and/or inspections for the purpose of the detection, prevention and control of infectious and non-infectious diseases.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 4, 1984

Editorial Review: 3/15/03