

CLASS TITLE: SENIOR DISEASE CONTROL REPRESENTATIVE

Class Code: 02255300
Pay Grade: 24A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To train, supervise and assign work to representatives of lower rank in the performance 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 make the more difficult and complex epidemiological investigations involving patient follow-up, contact tracing and subsequent examination; and to do related work as required.

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

SUPERVISION EXERCISED: Supervises, reviews and assigns the work of representatives of lower rank and other personnel as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assign and review the work of representatives of lower rank engaged in the performance of field investigations and/or inspections for the purpose of detection, prevention and control of infectious and non-infectious diseases.

To analyze the performance of supervised representatives and to evaluate the quality of collected data.

To provide orientation and training for representatives of lower rank in the performance of field investigations and/or inspections for the purpose of infectious and non-infectious disease control.

To make the more difficult and complex epidemiological investigations involving patient follow-up, contact tracing and subsequent examination.

To provide technical assistance to community, private and public agencies in the prevention, identification, treatment and referral of individuals at risk.

To prepare written reports on the program and its results.

To coordinate clinic activities on a routine or as needed basis.

To assist in the compilation and preparation of reports containing statistical data for various time periods.

To coordinate public health education and informational programs related to non-infectious and infectious diseases.

As required, to inform individuals, groups and agencies as to the regulations and statutes relative to infectious and non-infectious diseases.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the procedures, methods and techniques involved in the prevention and control of non-infectious and infectious diseases; a working knowledge of the pertinent statutes and regulations relating to the individual disease entities of concern to the division; a working knowledge of the methods and procedures involved in the making of social hygiene investigations and the ability to train, supervise and assign staff members engaged in such investigations; a familiarity with the compilation and statistical analysis of epidemiological data; the

ability to coordinate clinic activities; the ability to perform the more difficult and complex epidemiological investigations; the ability to communicate and interact tactfully, effectively and with confidence with the medical professionals and personnel of other agencies; 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 involving the performance of field investigations and/or inspections for the purpose of 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 Revised: March 4, 1984

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