

**CLASS TITLE: SUPERVISING DISEASE CONTROL
REPRESENTATIVE**

**Class Code: 02255500
Pay Grade: 29A
EO Code: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise the general operations of a unit involved in the examination and treatment of patients and field staff involved in investigations of sexually transmitted disease and HIV partner notification activities; to assist in the planning, coordination and evaluation of disease control programs by providing highly professional advice and assistance; to supervise and evaluate the performance of senior intervention staff assigned to the unit; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision 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: Supervises, assigns and reviews the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To routinely review and evaluate the effectiveness of strategy and intervention methods employed during field investigations involved in the detection, prevention and control of infectious and noninfectious diseases.

To routinely review, adjust or restructure an ongoing training and development program for personnel assigned to the unit.

To provide written information to the unit administrator regarding recommendations for expansion or reduction of program operations, recommendations will be based on substantiated information obtained by routine review of disease trends, local control efforts and general program operations.

To oversee activities in the Specialty Clinic to assure that the Specialty Clinic Policies/Procedures are not violated.

To routinely monitor the activities of STD, PNP and HIV counseling to insure that laws, regulations and protocol are strictly observed.

To be responsible for the oversight of all STD/PNP in-service presentations.

To be responsible for programmatic narratives and reports as required.

To provide technical and scientific assistance to physicians and health care agencies regarding the management of STD cases; offer recommendations and assistance to physicians and their patients concerning partner notification services.

To attend meetings, conferences, hearings and court appearances for the unit administration when necessary.

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 noninfectious and infectious diseases; a thorough knowledge of the pertinent statutes and regulations relating to infectious and noninfectious diseases; a thorough knowledge of the methods and procedures involved in the making of epidemiological 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 responsible capacity involving the supervision of personnel performing field investigations and/or inspections for the purpose of the detection, prevention and control of infectious and noninfectious diseases.

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

Class Created: December 13, 1992

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