



EPIDEMIOLOGIST

SCOPE OF WORK:

Work involves the investigation, identification, and control of diseases.

DUTIES PERFORMED AT ALL LEVELS:

- Conduct disease reporting activities by contacting healthcare providers to gather disease data.
- Conduct investigations for follow-up and control of various communicable diseases.
- Interview infected persons, counsel on treatment, trace contacts, and complete required forms.
- Enter information into a database; maintain surveillance data; complete forms and reports.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

EPIDEMIOLOGIST I
 GRADE J

3411

LEVEL DEFINITION:

Positions at this level typically assist upper level epidemiologists in disease reporting and investigation activities under close supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in community or public health, epidemiology, biology, nursing, or a related field.

CLASS EVALUATION:

CLASS CODES: 3411
3412
3413

ND Class Description
Epidemiologist

EPIDEMIOLOGIST II

3412

GRADE K

LEVEL DEFINITION:

Work at this level is typically reflective of a fully qualified epidemiologist and is performed under general supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Develop public health education materials; conduct presentations to various groups on communicable disease prevention and treatment.
- Prepare articles, press releases, reports, and grant applications.
- Coordinate data collection; correlate, interpret, and analyze surveillance data.
- Coordinate and conduct quality control assessments and assurance activities.
- Conduct comprehensive special investigations on disease outbreaks.
- Provide technical assistance, education, and advice to healthcare providers, clients, and the public.
- Participate in epidemiological preparedness and bioterrorism activities.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in community or public health, epidemiology, biology, nursing or a related field, and one year of related professional level work experience. A master's degree in one of the above fields may substitute for the work experience requirement.

EPIDEMIOLOGIST III

3413

GRADE L

LEVEL DEFINITION:

Work at this level involves managing disease control programs and/or systems and providing oversight to other epidemiologists.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Serve as lead epidemiologist in coordinating and conducting comprehensive special investigations.
- Develop, coordinate, implement, maintain, and enhance surveillance systems; manage and assess surveillance data.

ND Class Description
Epidemiologist

CLASS CODES: 3411
3412
3413

- Plan and develop state and local programs or systems related to disease reporting and surveillance; conduct program or system monitoring and evaluation.
- Coordinate, write, and edit articles.
- Develop, design, and implement special studies and projects.
- Prepare technical reports and documents.
- Negotiate, prepare, and administer contracts; monitor contract activities.
- Develop and monitor budget for assigned program or system.
- May supervise program staff.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in community or public health, epidemiology, biology, nursing or a related field, and three years of related professional level work experience. A master's degree in one of the above fields may substitute for two years of the work experience requirement.

Eff. Date: 4/84

Rev: 1/00 – Word processing conversion

Rev: 2/07 – Updated scope, duties, level definitions, minimum qualifications, and format; reviewed/revised class evaluation

Rev: 7/12 – Conversion to Hay System