



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 3415

Phone: (701) 328-3290

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**STATE EPIDEMIOLOGIST**

GRADE P

**SCOPE OF WORK:**

Provides leadership in the surveillance and control of disease and injury within the State of North Dakota and provides epidemiologic consulting and data acquisition within the ND Department of Health (DoH) and throughout the state.

**DUTIES PERFORMED:**

- Serve as subject matter expert for disease investigations, data collection, and data analysis for the State of North Dakota.
- Lead the Office of the State Epidemiologist, including grant, budget and staff management.
- Provide epidemiological support, guidance and assurance that sound epidemiological methods and procedures are used for all sections and divisions of the DoH.
- Develop, write and implement new epidemiological and informatics methods and procedures to ensure data quality and validity.
- Oversee inquiries and investigations relating to infectious, environmental, and chronic disease outbreaks.
- Act as lead epidemiologist on acquisition of data, developing protocols for storage and use, and enforcing data restrictions as determined by usage agreements.
- Lead data use and informatics workgroups within the DoH to ensure consistent data use and informatics improvements across DoH to ensure program/division collaboration.
- Assist in establishing and maintaining standard operating and data management procedures for quality improvement, performance management and strategic plans for the DoH.
- Prepare reports, presentations, and results of epidemiological data analyzed; ensure public reports meet all Health Insurance Portability and Accountability Act (HIPAA) and DoH requirements.
- Lead the DoH Institutional Review Board.
- Represent the DoH on state and national workgroups/committees.
- Establish and maintain relationships with ND public health schools.
- Represent the State of ND for all state and national epidemiological initiatives.
- Provide support to the State Health Officer with data, situational awareness of department programs, and other duties as assigned.
- In the State Health Officer's absence, sign medical orders per NDCC 23-01-08.

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

MINIMUM QUALIFICATIONS:

Requires a Master's degree with a focus in public health or epidemiology, and five years of work experience as a lead/supervising epidemiologist or program manager.

Eff. Date: 04/18