



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Epidemiologist DATE OPENED: 10/09/2020

DEPARTMENT: Health Department CLOSING DATE: 10/26/2020

If you have any questions about this position vacancy, call: (406) 751 - 8109.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: _____

FULL TIME _____ REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:
TRAINING WAGE: \$ _____ per _____

_____ PART TIME _____ SEASONAL

STARTING WAGE: \$ 26.35 per Hour

_____ TEMPORARY

SALARY AT:

YEAR STEP: \$ 27.40 per Hour

YEAR STEP: \$ 28.50 per Hour

YEAR STEP: \$ 29.07 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

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| Job Title: | Epidemiologist | Job Code: | 13670 |
| Department: | Health Department | Pay Grade: | Standard 35 |
| Reports to: | Health Officer | FLSA Status: | <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt |

Department Overview: The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. Primary health care services are offered through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

Job Summary: Under the direction of the Health Officer or Deputy Health Officer, is responsible for performing data analysis, communicable disease tracking, performance management, and quality improvement projects.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Responsible for analyzing and developing data capacity for infectious disease and other programmatic areas in public health.
- Responsible for leading and planning efforts related to health department accreditation, performance management, quality improvement, and other public health activities.
- Responsible for developing and maintaining relationships to build public health data capacity and conduct community needs assessments.
- Plan and conduct data collection, entry, data cleaning and data reporting.
- Assist with organizing meetings and conference calls for projects related to infectious disease or epidemiology.

- Assist in media publications and data visualization efforts to provide related public health information and data.
- Prepares and presents oral and written reports.
- Stays up to date with new research and evidence based strategies that impact public health.
- Interfaces as appropriate with other Health Department Divisions, governmental agencies, community organizations, professional groups and the public to coordinate services.
- Engages in local, state, and federal policy and advocacy efforts to address the social determinants of health.

Physical Demands and Working Conditions:

- Subject to frequent interruptions.
- Works primarily during normal business hours with occasional evening and weekend commitments including being available on-call for emergencies.
- The employee is infrequently required to lift and/or move up to 15 pounds.
- Requires occasional travel to meetings and training.

Supervision Exercised: Does not supervise staff.

Knowledge, Skills, and Abilities:

- Thorough knowledge of databases, data analysis, and epidemiological principles
- Statistical skills and experience using applied epidemiology to assist in program planning in public health.
- Demonstrates skill with basic and some advanced commands in either SAS, SPSS, or R for data management
- Demonstrate experience and proficiency with Microsoft Word, Excel, Access, Outlook, and Power Point. Must be willing to learn other software as needed.
- Ability to plan, organize and administer public health accreditation requirements
- Ability to analyze, evaluate and make judgments on technical reports.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with staff members, other agencies, and the public.
- Ability and willingness to travel.
- Ability to fulfill all physical requirements of the classification

Special Requirements:

- Possession of a valid Montana driver's license, proof of insurability, and safe driving record.
- Must have master's level coursework in epidemiology or statistics

Education and Experience:

- Master's Degree in epidemiology or statistic preferred; May use a combination of related education and experience to equate to a master's level degree required.

Action
Adopted

Date
PENDING

Reference
Commissioners' Minutes

