



CLASS SPECIFICATION

Class Title:	Division Director, Communicable Disease/Epidemiology	Class Code:	5581
Department:	Health Admin	Grade:	29
Merit Status:	Exempt	Eff Date:	7/16/2008
FLSA:	Exempt	Revised:	6/25/2021

GENERAL PURPOSE

This is an appointed (at-will) position under the administration of the Davis County Director of Health. Under general direction of the Director of Health, performs professional, administrative/managerial duties in developing and monitoring the programs and services in the Communicable Disease and Epidemiology Division. This is a merit-exempt position appointed by the Director of Health.

EXAMPLE OF DUTIES

Directs the Division of Communicable Disease and Epidemiology including operations of communicable disease investigations, clinical services for tuberculosis (TB) control, sexually transmitted diseases (STD), human immunodeficiency virus/acquired immunodeficiency syndrome (HIV/AIDS), and emergency medical services (EMS), oversees disease surveillance, epidemiology, public health emergency preparedness, and special projects. Reviews and evaluates the operations of each bureau or program. Plans, analyzes, organizes, coordinates, and evaluates the operations of each bureau and/or program.

Directs, plans, analyzes, organizes, coordinates and evaluates services and programs related to use of division resources to deliver health services, education, and policy. Develops reports and strategic long and short-term policies and plans for disease control in Davis County.

Evaluates the distribution and determinants of health, diseases, morbidity, injuries, disability, and mortality in the population. As a result of analysis, implements and directs development of programs to improve public health, prevent the spread of disease and protect the environment.

Directs the investigation of communicable diseases and all other clusters of illness or syndromes. Oversees the analysis of data collected during investigations and implements measures to interrupt and control the spread of the disease; responsible for the control and elimination of disease outbreaks and local epidemics.

Oversees and manages all disease surveillance activities in Davis County. Ensures that reportable disease data is collected, analyzed and reported to the appropriate state and federal public health agencies. Prepares and presents an annual Communicable Disease Report for the Board of Health. Prepares and presents on other disease issues/concerns/trends as needed.

Evaluates division program data and outcomes; shares appropriately with team and health department administration. Advises the Director of Health on issues and changes to policy, challenges, and opportunities related to program strategy and implementation. Supports other divisions with data needs as requested.

Utilizes and implements quality improvement strategies. Assures and develops performance-based evaluations to achieve continuous improvement in programs and services.

Effectively directs activities addressing the disparity in health status and burden of infectious diseases in ethnic, age, gender, and other identified groups in Davis County by developing and implementing plans for disease control. Assures provisions of culturally competent services in Davis County. Participates in the identification of high-risk populations and directs outreach to meet the needs of targeted groups.

Develops community needs assessments; evaluates and analyzes quantitative and descriptive data. Implements and provides supervision of projects for further research. As a result of analysis, makes recommendations for further research and program implementation.

Directs and performs grant writing. Oversees contract negotiations, interagency agreements, lease agreements, and capital expenditures for the Division. Coordinates division services with federal and state officials. Prepares, presents and implements division budget; identifies alternative funding sources to support communicable disease and epidemiology programs.

Monitors and ensures compliance with federal and state laws, rules, regulations and guidelines; ensures compliance with all County policies, procedures, and practices.

Coordinates and acts as a liaison to the Center for Disease Control and Utah Department of Health regarding communicable diseases and public health emergency planning. Works with the state epidemiologist to develop and standardize state, regional and local epidemiological plans. Assists state and other local health departments with disease control and prevention efforts. Coordinates with and acts as a consultant to local government officials, health care providers, school officials, and other health related agencies regarding communicable diseases and epidemiology.

Works with the news media under the direction of the Director of Health and in consultation with the Communications Manager; serves as a spokesman for the department on communicable disease and epidemiological issues.

Hires, supervises, and evaluates personnel in the Division; identifies and addresses employee performance issues in a timely manner; implements corrective actions when needed. Evaluates performance in compliance with Davis County policies, procedures, and practices; Delegates appropriate authority and provide direction to bureau manager(s) and others performing in leadership roles..

Creates a culture of exceptional employee performance by managing and developing staff through review of performance data, coaching, training, and recognition. Promotes best practices by establishing professional standards of care.

Supports, participates, directs, and coordinates Division response during crisis events, (i.e. public health emergencies, pandemics, bioterrorism, and natural disasters).

Works with city, county, state officials, and community groups to obtain/share resources for successful program operations. Serves on committees at various levels of government; provides input and advice on policies and programs relating to disease, surveillance and epidemiology. Collaborates with colleges/universities to provide training and education to students in an effort to increase public health awareness and career enhancement.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Master's degree in Public Health, Public Administration, Nursing, or other related health field, plus five (5) years of full-time experience in public health. An acceptable combination of education and directly related experience may be considered. Requires at least three (3) years of administrative or managerial experience within a related health field.

Preference given for experience in communicable disease, surveillance and epidemiology.

2. Special Qualification:

Must pass a criminal history background investigation.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: public health theory and practice; surveillance and epidemiology including case control and cohort studies; communicable disease control and outbreak management; sanitation; safety; ethnic health practices; population based health care; social marketing principles; related health laws and regulations; related federal and state laws, regulations, and guidelines; funding sources; application of principles and practices of effective management and supervisory theory; group dynamics; quality assurance; budgeting practices and theory; County and department policies, procedures, and practices.

Skill in: using all applicable computer hardware and software programs/applications including Microsoft Word, Excel and Google platform; programming and operating SAS, R and other analytical applications; using common office equipment including a multi-function copier, fax machine, multi-line telephone and 10-key calculator.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe



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manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: exercise sound independent judgment, discretion, confidentiality, and personal responsibility; manage stress and crisis situations in the work environment; work with diverse groups; set measurable public health performance goals; set and apply strategic planning principles and financial management; organize, plan and set priorities; assign, supervise, evaluate the work of others; address performance problems and initiate corrective action in a timely manner; coordinate multiple tasks efficiently; investigate, analyze and solve problems; prepare and present reports; prepare and manage annual budget, and operate within approved budget levels; communicate effectively (verbally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees/departments, clients, State and local health departments, other agencies, and the general public.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room. Exposure to contagious or infectious diseases, unknown, dangerous, and/or life-threatening conditions; may require use of protective devices. Occasional walk, stand, stoop, lift, carry, push, pull or otherwise move objects weighing up to 50 lbs. Maintain concentration for sustained periods of time.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date: 6/25/2021
Department Approval: Brian Hatch
HR Generalist Approval: Hollie McKinney
Classification Approval: Marina Brito