



DISEASE INVESTIGATION AND CONTROL SPECIALIST I/II

DEFINITION

Under general supervision or direction, performs specialized duties in the investigation, identification, surveillance, and prevention of communicable diseases; provides health education on disease prevention and control; conducts professional interaction with healthcare providers and the general public on disease related issues; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from Public Health Nurse Supervisor or a Public Health Nurse Case Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Disease Investigation and Control Specialist I: This is the entry-level classification in the Disease Investigation and Control Specialist class series. Initially under general supervision, incumbents learn and perform routine duties in the investigation of communicable diseases. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less discretion and judgment in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern.

Disease Investigation and Control Specialist II: This is the fully qualified journey-level classification in the Disease Investigation and Control Specialist class series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently under less supervision than the I-level, and exercising judgment and guided initiative. Positions at this level receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Disease Investigation and Control Specialist class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Performs specialized duties in the investigation, identification, surveillance, and prevention of communicable diseases through field interview, data collection, and review of medical and laboratory reports.
- Provides consumer education on infectious disease causality, means of transmission, and methods of preventive/control.
- Receives incoming laboratory and confidential morbidity reports to verify reported information is consistent with established case definitions for reportable diseases.
- Collects case information from health care providers or afflicted population groups using a variety of surveillance techniques.

- Investigates assigned cases under direction of licensed public health nursing staff; works collaboratively with environmental health specialists, or other multi-professional personnel participating in investigations.
- Conducts investigation interviews and contact tracing related to infectious, communicable, and atypical disease events.
- Administers directly observed therapy or other disease intervention as determined and instructed by a Public Health Nurse Supervisor or a public health nurse case manager.
- Coordinates partner delivered therapy as outlined in the plan of treatment under the direction of a public health nurse case manager.
- Initiates established procedures for isolation/quarantine of afflicted individuals or exposure contacts in order to limit the spread of infectious disease.
- Investigates reported or suspected outbreaks of illness, in collaboration with County's Department of Environmental Management, and/or other regulatory agencies; participates in the identification of cause, and implementation of disease prevention and control measures.
- Attends and participates in Public Health Division meetings; provides oral briefings and prepares written reports on individual cases and communicable disease outbreaks.
- May be assigned as a lead for special projects involving activities of disease prevention, education, or early intervention.
- Plans, develops, and conducts education and training regarding disease prevention and control to schools, community groups, health partners, or other appropriate organizations.
- Participates in professional development activities consistent with the area of assignment.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- Operations, services, and activities of a comprehensive public health program with respect to the identification, prevention, and control of communicable diseases.
- Risk factors, general symptoms, communicability, transmission, and treatment of infectious diseases.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Methods and practices for conducting health related and disease occurrence investigations.
- Individual and group interviewing techniques applied to disease source and exposure identification.
- Principles of health education and effective teaching/training methods.
- Methods and techniques of collecting and sorting data.
- Principles and practices of documentation preparation and recordkeeping.
- Principles and techniques for working with groups and interdisciplinary teams.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Principles of effective verbal and written communication.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Collect, evaluate, and summarize multiple sources and forms of information and data.

- Identify communicable disease risk factors, transmission routes, and containment methods.
- Research health topics for the purpose of providing community based education.
- Create, prepare, and present community based education programs utilizing varied medium on assorted health related topics.
- Prepare clear and concise correspondence, reports, and assorted written material.
- Provide clear, accurate, and complete investigation records, including entries into client specific written or electronic health records.
- Effectively represent the County in meetings with governmental agencies; community groups; businesses, professional, and regulatory organizations; and the general public.
- Organize work, set priorities, meet critical deadlines, and provide timely completion of assigned tasks.
- Use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Disease Investigation and Control Specialist I:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in public health, epidemiology, biological sciences, environmental sciences health education, or a closely related physical science field.

Disease Investigation and Control Specialist II:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in public health, epidemiology, biological sciences, environmental sciences health education, or a closely related physical science field;

AND

Two (2) years of professional disease investigation experience, or

One (1) year of experience at a level equivalent to the County's class of Disease Investigation and Control Specialist I.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in varied environments including outdoors and standard office settings, use varied medical equipment as well as standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed material and a computer

screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in varied environments, including a standard office setting and outdoors, with moderate noise levels; controlled and uncontrolled temperature conditions; direct exposure to potentially hazardous physical conditions, chemicals, biopharmaceutical substances and bloodborne/aerosolized communicable disease. Positions require vaccination for communicable disease as stipulated in Cal-OSHA regulations and may be subject to violence in the workplace related to interaction with clientele afflicted with behavioral disorders or in exercising a public health enforcement role. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work after hours, weekends, and holidays as needed.