



APRIL 2019
FLSA: NON-EXEMPT
Bargaining Unit: PL
JNC: 8119/8120

County of El Dorado _____ JCN 8119 Specialist I/8120 Specialist II

August 2007
November 2007

DISEASE INVESTIGATION AND CONTROL SPECIALIST I/II

DEFINITION

Under general supervision, conducts disease or direction, performs specialized duties in the investigation, identification, surveillance, investigation, and control activities prevention of communicable diseases; provides health education on disease prevention and control; provides professional training addressing disease reporting, investigation, documentation, and control; maintains current knowledge of infectious and communicable diseases sufficient to conduct conducts professional interaction with healthcare providers and the general public on disease related issues; and performs related duties as assigned.

DISTINGUISHING 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 **class of the disease investigator series.** ~~Initially under close supervision, incumbents learn to~~ plan and conduct health education and training relative to disease prevention, control, and reporting, as well as to conduct disease surveillance, investigation, and control activities associated with infectious and communicable diseases. ~~This classification is alternatively staffed within the Disease Investigation and Control Specialist II and incumbents may advance to the higher level after gaining class series.~~ Initially under general supervision, incumbents learn and perform routine duties in the investigation of communicable diseases. As experience ~~and demonstrating proficiency to meet the qualifications~~ 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 ~~higher level class-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 ~~of the~~-level classification in the Disease Investigation and Control Specialist class series, **fully competent and expected to perform the**. Positions at this level are distinguished from the I-level by the performance of the full range of duties **of the position.** ~~Incumbents are expected to make sound recommendations for effective prevention as assigned, working independently under less supervision than the I-level, and exercising judgment and control activities.~~ Incumbents at this level may be responsible for providing training, guidance, and oversight for staff at the entry level of this series, ~~as well guided initiative.~~ Positions at this level receive instruction or assistance as ~~for lower level support staff participating in communicable disease prevention, investigation new or unusual situations arise and are fully aware of the operating procedures and control activities.~~ This policies of the work unit.

Positions in the Disease Investigation and Control Specialist class series works under direction of licensed medical staff overseeing or participating in disease investigation and control activities, 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 DUTIES/TYPICAL JOB FUNCTIONS (Illustrative Only)

- Reviews 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 ~~reports~~ and confidential morbidity reports to ~~determine if~~ verify reported information is consistent with established case definitions for reportable diseases.
- ~~Contacts physicians or other providers to obtain or clarify information and confirm diagnoses of reportable diseases; consults regarding disease reporting requirements and processes.~~
- ~~Documents reportable cases using appropriate computer applications.~~
- ➤ Solicits/Collects case information from ~~healthcare~~ health care providers or ~~other entities~~ afflicted population groups using ~~active~~ a variety of surveillance techniques.
- ➤ Investigates assigned cases, under direction of licensed ~~medical~~ public health nursing staff; works collaboratively with ~~nurses,~~ environmental health specialists, or other ~~staff~~ multi-professional personnel participating in investigations.
- ~~Reviews medical treatment being received by case patients and advises supervisor or other licensed staff of evaluation and findings.~~
- Conducts investigation interviews and contact tracing ~~in conjunction with~~ related to infectious ~~and,~~ communicable, and atypical disease ~~investigations;~~ provides identified contacts with appropriate events.
- ➤ Administers directly observed therapy or other disease ~~prevention information, and refers~~ intervention as ~~necessary for medical screening and treatment services~~ determined and instructed by a Public Health Nurse Supervisor or a public health nurse case manager.
- ~~Recommends and initiates~~ 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 ~~case patients or~~ afflicted individuals or exposure contacts in order to limit the spread of infectious disease.
- ➤ Investigates reported or suspected outbreaks of illness, in ~~coordination with environmental health~~ collaboration with County's Department of Environmental Management, and/ or other regulatory ~~or control~~ agencies; participates in the identification of cause, and implementation of disease prevention and control measures.
- ➤ Provides Attends and participates in Public Health Division meetings; provides oral briefings and prepares written reports on individual cases and communicable disease outbreaks.
- ~~Attends and participates in communicable disease meetings.~~
- 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.
- ~~Conducts research using medical texts, internet resources, and subject matter experts, to remain current on various diseases and to prepare and deliver education/training to others.~~
- ~~Develops measurable objectives prior to conducting education/training activities.~~
- Participates in ~~preparedness training and response addressing bioterrorism or other public health threats and emergencies.~~

- > ~~Attendance and punctuality that is observant~~ professional development activities consistent with the area of ~~scheduled hours on a regular basis~~ assignment.
- > Performs ~~other~~ 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, diagnosis, and treatment of infectious diseases.
- ~~Strategies/techniques for disease prevention~~ Applicable federal, state, and communicable disease control.
- ⇒ ~~Laws~~ local laws, regulatory codes, ordinances, and regulations ~~pertaining~~ procedures relevant to ~~surveillance, reporting, and control~~ assigned areas of ~~infectious and communicable diseases, medical records (including privacy and security of protected health information), and other related public health matters~~ responsibility.
- Methods and practices for conducting ~~medical case~~ health related and disease occurrence investigations.
- ⇒ Individual and group interviewing techniques applied to disease source and ~~disease outbreak investigations~~ exposure identification.
- ~~Interviewing techniques for use with communicable disease case patients~~ Principles of health education and contacts.
- ~~Computer applications appropriate for collecting, analyzing, and reporting data.~~
- ~~Proper English usage, including syntax, grammar, and punctuation.~~
- ~~Basic supervisory principles/practices (Level II only).~~

Skill in:

- ~~Collecting, evaluating, analyzing, interpreting, and reporting on varied information and data, both in statistical and narrative form.~~
- ~~Analyzing information and risk factors, evaluating alternatives, and reaching sound conclusions.~~
- ~~Investigating potential cases of communicable disease and formulating recommendations for appropriate prevention and control action.~~
- ~~Exercising sound independent judgment within established guidelines, particularly during disease investigation~~
- ⇒ ~~Making sound recommendations for effective prevention and control activities~~ teaching/training methods.
- ~~Using computer hardware and software effectively in the performance of assigned work.~~
- Communicating both orally (including public speaking) and in writing (including preparing ~~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, and complete correspondence, reports, and other documents)-assorted written material.
- Maintaining accurate records and files.
- Demonstrating a professional demeanor in the course of all work.
- Establishing and maintaining 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.

Other Requirements:

~~Must possess a valid driver's license. Must be available for call out and response to emergencies during off-duty hours when needed. Bilingual skills highly desirable.~~

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 ~~an Associate's~~ a bachelor's degree from an accredited four-year college or university with major coursework in public health, epidemiology, ~~social science, health education,~~ biological sciences, ~~environmental sciences health education,~~ or a closely related fields, and at least one year of experience in disease investigation, preferably in a public health setting. Possession of a Bachelor's 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, ~~social science, health education,~~ biological sciences, ~~environmental sciences health education,~~ or a closely related physical science field ~~may be substituted for the required experience.~~;

Disease Investigation and Control Specialist II: ~~In addition to the above, two more~~ 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 **NOTE:** ~~The above qualifications are a typically accepted way of obtaining the required knowledge and skills.~~ 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.