

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF EPIDEMIOLOGY AND PUBLIC HEALTH PLANNING **GRADE:** 25

**TITLE ABBREVIATION:** DIR EPIDEM-PH PLAN **TITLE NO.:** 56223

**JURIS.CL:** C **SALARY CODE:** 03 **EEO CODE:** PR **FLSA CODE:** NE

**DEPARTMENT:** PUBLIC HEALTH

**NATURE OF THE WORK:** This position is responsible for developing, implementing and overseeing multiple aspects of both communicable disease and chronic disease surveillance, emergency preparedness, and planning activities. An incumbent in this class performs epidemiologic and outbreak investigations, promotes public education and planning, encourages community awareness and implements disease prevention and control measures. Work is performed in accordance with Federal, State and local regulations.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-position class allocated to the competitive class of the classified service. The Director is responsible the operation and oversight of the Epidemiology and Public Health Planning Division. The position reports directly to and works under the general supervision of the Commissioner of Health. General supervision is exercised over professional and clerical staff. The Director must work effectively with officials from a large number of diverse and independent agencies and organizations to obtain their commitment and involvement.

**TYPICAL WORK ACTIVITIES:**

Develops, implements and coordinates programs and procedures related to surveillance of communicable disease threats, including, but not limited to vector-borne diseases, hepatitis, and other bacterial and viral infections, etc.;

Identifies populations at risk and diseases associated with such populations;

Investigates acute and chronic conditions or other adverse outcomes in the population;

Oversees, coordinates and compiles communicable disease and epidemiology reports (e.g. Community Health Assessment, Community Health Improvement Plan, Municipal Health Service Plan, etc);

Develops policies and procedures for disease prevention and control, as directed by the Commissioner of Health;

Meets with Health Department management staff to develop strategic plans to address identified community health needs;

Provides consultation, training and staff support services within the Department of Health;

Acts as liaison with County physicians, infection control nurses, governmental agencies, schools and other community organizations to ensure coordinate communicable disease surveillance activities;

Uses computer applications and other automated systems in performing work assignments;

Represents the Department of Health at meetings and conferences with healthcare organizations, governmental agencies community groups and the general public.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles, practices, methods and techniques of epidemiology and communicable disease control; thorough knowledge of recent developments in the field of communicable disease; thorough knowledge of data collection, analysis and survey techniques; ability to develop and implement a program for the tracking of communicable disease; ability to establish and maintain effective relationships with others, especially medical personnel and the general public; ability to understand and interpret complex written regulations; ability to communicate effectively, both orally and in writing; ability to prepare written technical reports; ability to use computer applications.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited college or university or one accredited by New York State Board of Regents to grant degrees with a Master's Degree or higher in Public Health, Epidemiology, Biology, or comparable curriculum, and two (2) years of professional (post-Master's degree) experience in public health, at least one (1) year of which must have included epidemiology as the primary function of the work.

**Special Requirement:** Possess and maintain a valid driver's license.

ADOPTED: 4/3/2020 AT