COMMONWEALTH OF KENTUCKY
JOB SPECIFICATION

JOB TITLE: EPIDEMIOLOGIST I

JOB CODE: 45070V000101
SYSTEM ID: 20001034
GROUP: 4500 - MEDICAL INVESTIGATION

SELECTION METHOD: QUALIFYING
REV.: 06-05
EXAM NO.: NONE
NO. OF TEST QUESTION: NONE
EXTENDED INITIAL PROBATIONARY PERIOD: NONE

SALARY (MIN-MID): $2,937.20 - $3,890.90
GRADE: 14
SPECIAL ENTRANCE RATE: NONE

CHARACTERISTICS OF THE JOB: CHARACTERISTICS OF A JOB ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides routine epidemiological functions which consist of data collection, analyzing data using basic epidemiologic methods, assisting with epidemiologic investigations; and performs other duties as required.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: A bachelor's degree and successful completion of at least two graduate level courses in epidemiology, and one graduate level course in biostatistics or graduate level statistics.

EXPERIENCE: Must have three years of professional experience as an epidemiologist or in providing epidemiology functions.

SUBSTITUTION CLAUSE:

EDUCATION: A master's degree in public health or a master's of science degree in public health (MPH or MSPH, respectively) and successful completion of at least two graduate level courses in epidemiology and one graduate level course in biostatistics (or a graduate level course in statistics); OR A master's degree in a discipline other than public health and successful completion of at least two graduate level courses in epidemiology, one graduate level course in biostatistics (or a graduate level course in statistics) and three elective graduate level public health courses will substitute for the required education and experience.

EXPERIENCE: NONE

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)
NONE
PRE-EMPLOYMENT REQUIREMENTS: Employees in this job will be required to obtain credentials outlined below before beginning employment in this job classification. It is the sole responsibility of the employing agency to verify the attainment of these credentials before the employee begins employment in this job classification. Copies of the credentials outlined below must be submitted to the personnel cabinet with appointment paperwork for review and inclusion in employee personnel file.

NONE

POST-EMPLOYMENT REQUIREMENTS: Employees in this job will be required to obtain credentials outlined below within a reasonable time, or if employees possess such credentials at the time of hire they will be required to maintain those credentials so long as they are employed in this capacity. It is the responsibility of the employing agency to verify the attainment and/or maintenance of these credentials, to remove from this class any employee who does not attain or maintain these credentials, and to assure that any employee who performs these functions, without regard to the class they are in, have the appropriate credentials.

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to add to, or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are of similar kind or quality.

Collects, describes and analyzes data using basic epidemiologic methods. Provides data used in the control of diseases and other health conditions in the evaluation of health programs and in grant preparation. Assists in public health investigations of diseases and conditions, development of surveillance systems and data needs assessments. Responds to public inquiries related to specific diseases and/or other health issues. Communicates with and disseminates data to health professionals and agencies, the general public and the media in an appropriate and understandable format. Assists in creating interventions to reduce the occurrence and/or severity of diseases and other health conditions of public health significance. Assists in preparation of reports. Serves on appropriate committees and/or participates in work groups to plan and execute surveillance and epidemiology projects. Assists in conducting studies designed to identify segments of the population at greatest risk of acquiring specific diseases or other health conditions and to identify risk factors associated with each. Organizes and/or maintains data and data systems.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: Incumbents in this job will typically perform their primary job duties under these conditions, however, these conditions may change on occasion in performing the duties of an individual position.

Work is typically performed in an office setting. Some travel may be required.

ADDITIONAL REQUIREMENTS:
"Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317."

<table>
<thead>
<tr>
<th>JOB ESTABLISHED:06/16/2005</th>
<th>LAST REVISION:06/16/2010</th>
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<tr>
<td>THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.</td>
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