



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** EPIDEMIOLOGY MANAGER (Provisional\* Appointment)

**SALARY:** \$62,152 - \$80,002 annually

**LOCATION:** Monroe County Department of Public Health

### **JOB SUMMARY:**

This is an administrative position for Epidemiology and Disease Control in the Monroe County Department of Public Health, responsible for the planning, development, implementation, oversight, and coordination of programs, related to communicable or infectious disease threats which include, but are not limited to, the West Nile virus, influenza, bioterrorism, Tuberculosis and sexually transmitted diseases. This position coordinates communicable disease surveillance and epidemiologic and outbreak investigations, promotes public education and encourages community awareness and regional prevention control measures. The employee reports directly to, and works under the general supervision of the Deputy Director of Public Health or other higher level staff member. General supervision is exercised over technical and support staff. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree\*\* in Public Health or Public Health Administration or a closely related field which must include twenty five (25) semester credit hours\*\*\* of coursework in epidemiology, PLUS three (3) years of paid full-time or its part-time equivalent professional public health\*\*\*\* experience which included gathering and analyzing data related to public health issues such as communicable disease, emerging threats, environmental hazards, morbidity or related issues, all of which must have included the design and implementation of the above, two (2) years of which were in a supervisory capacity\*\*\*\*\*; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree\*\* in Public Health or Public Health Administration or a closely related field which must include twenty five (25) semester credit hours\*\*\* of coursework in epidemiology, PLUS five (5) years paid full-time or its part-time equivalent professional public health\*\*\*\* experience as defined in (A) above; OR
- (C) An equivalent combination of education and experience within the limits of (A) and (B) above.

\*\*SUBSTITUTION: Coursework toward a Ph. D in Public Health Administration or related field may be substituted for experience at the rate of thirty (30) credits per year of experience.

\*\*\*Candidate must provide an unofficial or student copy of transcript or itemized list of coursework and credits received at the time of application.

\*\*\*\*Professional experience, for the purpose of these minimum qualifications, does not include clerical or secretarial experience under sections (A) and (B) above.

\*\*\*\*\*Supervisory capacity, for the purpose of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

**SPECIAL REQUIREMENTS:**

**Possession of a certification in Infection Control from the Certification Board of Infection Control and Epidemiology, Inc. or be approved to take the certification examination for Infection Control. Must provide a copy at the time of application.**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:**

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH  
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B  
ROCHESTER, NY 14620

**Posting Date:** October 7, 2014

**Posting Deadline:** October 24, 2014

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.