

**SAN JUAN BASIN PUBLIC HEALTH  
CLASS SPECIFICATION**

**Communicable Disease Specialist I**

<u>JOB FAMILY</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Emergency Preparedness and Response and Communicable Disease	B22	Non-Exempt

**CLASS SUMMARY:**

This class is the first level in a four-level **Emergency Preparedness and Response and Communicable Disease Series** devoted to developing, sustaining, and improving upon public health surveillance and epidemiological investigation systems and processes at the local level in Colorado, as well as providing support in the development of a collaborative statewide network providing emergency preparedness and response assistance. At this level, incumbents as assigned maintain program data, create reports; assist managers with program development, planning, compliance, and evaluation; assist with grant writing; and administer and update program materials and tools in accordance with program guidelines. Incumbents may act as a lead worker assigning and reviewing work activities, providing input into performance evaluation and acting as a resource for other staff.

**ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of SJBPH.*

Serves as subject matter expert in one or more **emergency preparedness and response and communicable disease** areas and provides technical support in the identification, evaluation and mitigation of issues in assigned area.

Assists with communicable disease and/or zoonotic investigations in coordination with Regional Epidemiologist.

Conducts and assists with timely and complete case, contact, outbreak, and incident investigations and implementing disease control measures.

Works to increase organizational capacity across the agency with an emphasis on epidemiology and emergency preparedness;

Evaluates and determines non-compliance issues and impact related to **emergency preparedness and response and communicable disease guidelines and regulations**, rules and standards; recommends corrective actions; works collaboratively to resolve problems within established standards and guidelines; prepares formal enforcement documents such as public health quarantine and isolation orders.

Conducts **emergency preparedness and response and communicable disease** training for the public; responds to inquiries and information requests; conducts research to gather information as needed.

Prepares and maintains a variety of reports, activity documentation and related correspondence for official use and for public information.

**SAN JUAN BASIN PUBLIC HEALTH  
CLASS SPECIFICATION**

**Communicable Disease Specialist I**

Facilitates, reviews and provides reporting and communications related to program initiatives, investigations and ongoing activities.
Serves as a witness in enforcement cases in administrative hearing or criminal/civil proceedings.
Drives and maintains the ability to operate a motor vehicle as required in the provision of assigned duties.
Performs other duties of a similar nature and level as assigned.

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Quarantine, Isolation, Monitoring, and Recovery (QIMR) may be responsible for:

- Assists the Southwest Regional Epidemiologist(s);
- Monitor confirmed cases to ensure compliance with Quarantine or Isolation guidance
- Follow up with confirmed case and contacts to collect recovery details, updating data tracking systems regularly;
- Refer confirmed cases and contacts, as needed, to community resources
- Reporting to and consulting with Case Investigation/ Contact Tracing team members;
- Complete daily monitoring of self reported symptom tracker database.

Positions assigned to Testing and Disease Monitoring may be responsible for:

- Assists Southwest Regional Emergency Preparedness and Response Coordinator;
- Assists ESF8 operational lead during county Emergency Operation Center activations;
- Facilitates public health planning, training, and exercises
- Assisting with communicable disease investigations in coordination with Regional Epidemiologist.
- Conducting and assisting with timely and complete case, outbreak, and incident investigations and implementing disease control measures.

Positions assigned to Case Investigation/Contact Tracing may be responsible for:

- Assist the Southwest Regional Epidemiologist(s)
- Follow up with confirmed case and contacts, updating data tracking systems regularly
- Provide recommendations to Southwest Regional Epidemiologist on active cases
- Issue Quarantine and Isolation letters to confirmed cases and close contacts as instructed by standard procedures
- Prepare and issue formal Public Health Quarantine and Isolation Orders in collaboration with local law enforcement to confirmed cases and close contacts that are found out of compliance
- Facilitates and participate in public health planning, training, and exercises

**SAN JUAN BASIN PUBLIC HEALTH  
CLASS SPECIFICATION**

**Communicable Disease Specialist I**

Positions assigned to Planning and Logistics may be responsible for:

- Assists Southwest Regional Emergency Preparedness and Response Coordinator;
- Assists ESF8 operational lead during county Emergency Operation Center activations;
- Maintain a list of all assisting agencies, including their resources available;
- Prepare, manage and train potential volunteers;
- Monitor communicable disease statistics and state and national communicable disease guidance and prepare periodic situation reports
- Obtain, manage and distribute supplies as requested by Southwest Regional Emergency Preparedness and Response Coordinator and Emergency Operations Center;
- Provide for ongoing documentation and maintenance of supplies, actions, and decisions

**TRAINING AND EXPERIENCE:**

Associate's degree and two years of healthcare, public health or related experience. Bachelor's degree is preferred.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

**LICENSING/CERTIFICATIONS:**

- Valid Colorado Driver's License.
- Certifications appropriate for area of assignment

**WAGE SCALE RANGE:**

- \$17.80-\$25.81

# SAN JUAN BASIN PUBLIC HEALTH CLASS SPECIFICATION

## Communicable Disease Specialist I

### **KNOWLEDGE OF:**

- Supervisory principles, as assigned.
- Project management principles.
- Principles and practices of program administration and management.
- Principles and applications of critical thinking and analysis.
- Principles and practices of quality control.
- Principles and methods of qualitative and quantitative research.
- Principles and applications of emergency preparedness and recovery
- Principles and applications of communicable disease
- Basic budget administration.
- Principles, techniques, practices and procedures as related to environmental health and to the assigned area
- SJBPH policies and procedures
- Officer/personal safety methods and policies
- Personal protective equipment
- Applicable federal, state and local laws, codes, regulations (based on assignment).
- Customer service principles.
- Specialized equipment relevant to area of assignment.
- Modern office technology.
- Health Information Portability and Accountability Act (HIPAA).

### **SKILL IN:**

- Supervising and providing direction to others in order to meet standards, as assigned.
- Training and coaching staff, as assigned.
- Providing program administration and monitoring contractual compliance.
- Researching industry trends, solutions and best practices.
- Gathering data, analyzing findings and applying logic and reason.
- Applying consistent quality control methods.
- Providing attention to detail in assignments.
- Interpreting, monitoring and reporting compliance issues and action plans.
- Negotiating and implementing program solutions.
- Administering program budget and monitoring compliance.
- Preparing and maintaining reports, records, logs and files.
- Coordinating deadlines and prioritizing and organizing multiple tasks and the ability to complete projects in a timely manner. Ability to respond in a flexible manner and reprioritize work as situations and competing priorities change.
- Coordinating program planning and review activities.
- Comprehending reference books and manuals.
- Interpreting and applying applicable laws, codes, regulations and standards (based on assignment).
- Providing exceptional customer service in order to promote and maintain a positive public health image, constructive working environment, and foster pride and professionalism in the workplace and the communities we serve.
- Utilizing a computer and relevant software applications.
- Utilizing communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.

**SAN JUAN BASIN PUBLIC HEALTH  
CLASS SPECIFICATION**

**Communicable Disease Specialist I**

**ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects including the human body.

**Working Conditions:**

Work is performed in both the field and in an indoor office environment with moderate exposure to atmospheric conditions (such as fumes, odors, dusts, gases, poor ventilation, etc.); moderate exposure to hazardous materials (such as chemicals, radioactive materials, zoonotic or communicable diseases, blood and other body fluids); and moderate exposure to extreme temperatures and travel.

Occasional evening and/or weekend work may be required depending on the assignment.

**Emergency Preparedness:**

Must participate in Disaster Preparedness and emergency events.

**NOTE:**

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

**CLASS HISTORY INFORMATION:**

Date: (06/2020)

**Approved by:**

(Supervisor – Signature)	(Title)	(Date)

**Reviewed by:**

(Human Resource Director – Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with San Juan Basin Public Health is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from

**SAN JUAN BASIN PUBLIC HEALTH  
CLASS SPECIFICATION**

**Communicable Disease Specialist I**

performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.

- Job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of San Juan Basin Public Health. Further, all San Juan Basin Public Health employees understand and acknowledge that any loss of funding to SJBPH may result in employer restructuring, amended/eliminated job descriptions, and/or termination of employment.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with San Juan Basin Public Health policies, procedures, rules and regulations.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)