SAN JUAN BASIN PUBLIC HEALTH
CLASS SPECIFICATION

Communicable Disease Coordinator

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<tr>
<th>JOB FAMILY</th>
<th>BAND/GRADE/SUBGRADE</th>
<th>FLSA STATUS</th>
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<tbody>
<tr>
<td>Emergency Preparedness and Response and Communicable Disease</td>
<td>C41/C42</td>
<td>Non-Exempt/Exempt</td>
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CLASS SUMMARY:

This class is the third 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 demonstrate leadership qualities and may supervise a small number of staff on either a project or an on-going basis; take a lead role in one or more areas of communicable disease or emergency preparedness subject areas; and work independently to achieve program goals.

ESSENTIAL DUTIES:

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

As assigned, may provide daily supervision of staff or may provide project supervision of team members by assigning, scheduling and monitoring the completion of work; serves as a mentor and provides guidance and training to less experienced staff members.

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.

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

Serves as mentor and provides guidance and training to less experienced staff members.

Receives, documents and investigates routine and non-routine complaints; 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.

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

As assigned, manages the provision of services related to a specific emergency preparedness and response and communicable disease contract or subject area; monitors and ensures compliance with contract specifications and associated regulations and standards.
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<tr>
<th><strong>Responsibilities</strong></th>
<th><strong>Details</strong></th>
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<tr>
<td>Administers assigned budget; monitors program expenditures and budget compliance; provides budget status reporting and makes related budget recommendations.</td>
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<td>Administers program planning and coordinates planning research and reporting activities; prepares program recommendations and implements changes to improve processes.</td>
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<td>Prepares and maintains a variety of reports, activity documentation and related correspondence for official use and for public information.</td>
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<td>Facilitates, reviews and provides reporting and communications related to program initiatives, investigations and ongoing activities.</td>
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<td>Oversees and participates in the implementation of actions to address compliance issues; negotiates resolution with citizens or entities involved; collaborates and implements effective solutions to maintain emergency preparedness and response and communicable disease standards and program compliance. Prepares enforcement documents such as notices of violation, hearing notices and packets.</td>
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<td>Serves as a witness in enforcement cases in administrative hearing or criminal/civil proceedings.</td>
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<td>Drives and maintains the ability to operate a motor vehicle as required in the provision of assigned duties.</td>
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<td>Performs other duties of a similar nature and level as assigned.</td>
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#### POSITION SPECIFIC RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

**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.
- Assisting, planning, operating or coordinating communicable disease testing sites in cooperation with local healthcare partners
- Maintaining alternative disease surveillance systems
- Conducting and assisting with timely and complete case, outbreak, and incident investigations and implementing disease control measures.

**Positions assigned to COVID-19 Planning may be responsible for:**
- Working with Southwest Regional Emergency Preparedness and Response Coordinator;
- Working with assisting agencies, documenting their resources available;
- Preparing, leading, and documenting the COVID-19 response planning cycle and ensuring accountability of incident resources and work assignments.
- Documenting ongoing COVID-19 ongoing operations and assist response staff and the Southwest Regional Emergency Preparedness and Response Coordinator with preparing standard operating...
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- Assist the Southwest Regional Epidemiologist with preparation and maintenance of COVID-19 incident data.
- Coordinating strategic planning for COVID-19 response activities, including objectives, strategies, future projections and resource needs.

Positions assigned to COVID-19 vaccine coordinator may be responsible for:
- Assists Southwest Regional Emergency Preparedness and Response Coordinator;
- Assists the SJBPH Clinic Manager;
- Assists ESF8 operational lead during county Emergency Operation Center activations;
- Facilitates public health planning, training, and exercises;
- Daily check ins with Points of Dispensing (PODs) which are coordinated through SJBPH, CBO program, or other CDPHE designated programs utilizing SWCMRC volunteers
- Support SJBPH lead vaccination clinics (internal and/or mobile)
- Working with the COVID-19 Planning and Logistics section Chief on vaccine distribution, tracking, coordination – including transport of vaccine to SJBPH coordinated PODs/mobile clinics as needed

Positions assigned to Disease Investigation and Control may be responsible for:
- Lead Disease Investigation and Control team in case investigations
- Assign cases, contacts, contact tracking and follow up in Doctor Justina, CDPHE's data base for COVID-19 case investigation
- Assist/answer questions from case investigation team
- Conduct QA check on positive cases reported to SJBPH
- Assist with QIMR data sheets and assignments
- Assist with school exposures and follow up with appropriate school staff and internal SJBPH staff

Positions assigned to Disease Investigation and Control Consultants may be responsible for:
- Assist/answer questions from the case investigation team
- Assist with school exposures, school guidance, communications with school leaders and follow up with appropriate school leaders/staff and internal SJBPH staff
- Work with SJBPH School Liaison
- Lead SJBPH’s Disease Investigation school work group
- Provide consultations regarding Public Health guidance to high priority populations such as k-12 schools, child care centers, higher education and some congregate settings
## TRAINING AND EXPERIENCE:
Bachelor’s degree in nursing, social work, human services, public health, environmental science, or related field and five years of human services or public health programs related experience.

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:
- $24.51-$36.77 (C41)
- $25.92-$38.89 (C42)

## 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).
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**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.

**ADA AND OTHER REQUIREMENTS:**
Positions in this class typically require: climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingerling, 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)
Added C42 Banding (1/15/2021)
Removed Essential Duties in regards to communicable disease and/or zoonotic investigations and conducting case, contact, outbreak, incident investigations and implementing disease control measures (1/15/2021)
Added Positions Assigned to Covid-19 Planning (1/15/2021)
Added Covid-19 vaccine coordinator job specific duties (2/2021)
Added COVID-19 DIC job specific duties (4/2021)
Added assistant Liaison Officer job specific duties (4/2021)
Added Disease Investigation and Control Consultant job specific duties (8/2021)
Removed Assistant Liaison Officer job specific duties (8/2021)

Approved by:

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<tr>
<th>(Supervisor – Signature)</th>
<th>(Title)</th>
<th>(Date)</th>
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Reviewed by:

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<tr>
<th>(Human Resource Director – Signature)</th>
<th>(Title)</th>
<th>(Date)</th>
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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 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.
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- 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.

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<tr>
<th>(Print Employee Name)</th>
<th>(Employee Signature)</th>
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