

State of Michigan  
Civil Service Commission

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code

1. EPIDGSTE

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-COM HEALTH CENTRAL OFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Epidemiology and Population Health
<b>4. Civil Service Position Code Description</b> Epidemiologist-E	<b>10. Division</b> Environmental Health
<b>5. Working Title (What the agency calls the position)</b> Environmental Epidemiologist	<b>11. Section</b> Field Epidemiology
<b>6. Name and Position Code Description of Direct Supervisor</b> MILLERICK-MAY, MELISSA L; EPIDEMIOLOGIST MANAGER-3	<b>12. Unit</b> Exposure Epidemiology
<b>7. Name and Position Code Description of Second Level Supervisor</b> MILLERICK-MAY, MELISSA L; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 333 S. Grand Avenue, Lansing, MI 48933 / Monday-Friday; 8:00 – 5:00

**14. General Summary of Function/Purpose of Position**

This position serves as an epidemiologist in the Exposure Epidemiology Unit in the Field Epidemiology Section. This individual supports the development of surveillance activities and/or epidemiologic investigations to identify and monitor environmental hazards related to non-biological exposures. Primary duties of the position include support of surveillance and epidemiology goals; recommendations for the design of epidemiology and surveillance investigations; support the development of protocols and processes; support of epidemiology and surveillance databases; support of field studies, surveillance, and epidemiologic studies; conducting basic analyses; supporting reports and presentations. In addition, the position will provide epidemiological support to other activities as requested by the Unit Manager, Section Manager, or Division Director.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1****General Summary:****Percentage: 45**

Participates in the design and management of surveillance systems and/or epidemiologic investigations of environmental public health importance.

**Individual tasks related to the duty:**

- Support the development of descriptive and/or analytic epidemiologic design including population selection, recruitment, definition of exposure and/or outcomes, data collection methods, survey design, and analytic methods.
- Participates in the development data systems related to epidemiologic investigation, surveillance, and public health response.
- Support development of quality improvement and quality assurance procedures for data systems and implement these procedures according to protocol.
- Document methods and procedures for surveillance systems and epidemiologic investigations.
- Conduct recruitment and data collection activities.
- Participates in the implementation of trainings for professional and allied staff to increase fidelity to the designed surveillance and investigation activities.
- Support development of process evaluation procedures and implement according to protocol.
- Maintains records and correspondence related to the work.
- Fulfill required training and procedures for maintaining confidentiality and security of sensitive and protected information under the Michigan Public Health Code, HIPAA, and the Federal rules on protection of human subjects as interpreted by the MDHHS Privacy Office and Institutional Review Board and directed by supervisor.
- Practices continuous improvement, effective communication, leadership development.
- Performs related work as assigned.

**Duty 2****General Summary:****Percentage: 25**

Conducts analyses of data collected for environmental public health surveillance and/or investigations and provides the interpretation of findings for use in public health action.

**Individual tasks related to the duty:**

- Conducts basic epidemiological and statistical analyses of environmental chemical. exposure or health effects from such exposure using appropriate methods and software.
- Prepares analytic results and interpretation of data and information for review by persons having responsibility for program or policy development.
- Makes recommendations for public health action based on epidemiological findings.
- Maintains records and correspondence related to the work.
- Practices continuous improvement, effective communication, leadership development.
- Performs related work as assigned.

**Duty 3****General Summary:****Percentage: 20**

Participates writing and dissemination of routine and/or special reports of findings from environmental public health surveillance and/or investigations.

**Individual tasks related to the duty:**

- Participates in the preparation of project reports, presentations, and publications for a variety of audiences.
- Reviews materials for scientific validity, accuracy, grammar, and reader comprehension.
- Represent the activity, Division, Bureau or Department at in-state, regional, and national meetings and successfully communicate their mission and activities.
- Maintains records and correspondence related to the work.
- Practices continuous improvement, effective communication, leadership development.
- Performs related work as assigned.

**Duty 4****General Summary:****Percentage: 10**

Identifies and learns appropriate information to support surveillance activities and/or epidemiologic investigations of environmental public health importance.

**Individual tasks related to the duty:**

- Conduct literature review or a review of existing data to assemble the current state of knowledge related to environmental public health topics.
- Participates in needs assessments.
- Provides key input for surveillance activities and/or epidemiologic investigations to address environmental exposures, disease risk factors, and/or adverse health outcomes.
- Attends workshops, webinars, trainings or conferences that will advance knowledge, as funding permits and with approval of the supervisor.
- Participates in writing grant proposals.
- Maintains records and correspondence related to the work.
- Practices continuous improvement, effective communication, leadership development.
- Performs related work as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

The position holder will independently decide on:

- The frequency and attendees for internal meetings regarding projects or programs they are assigned to and other necessary meetings with their colleagues or management to accomplish duties and tasks.
- Internal deadlines to accomplish duties and tasks.
- Routine practices to preserve privacy and confidentiality of data.
- Approaches and documentation of literature review and synthesis.
- Recommendations for epidemiology project design, methods, interpretation of findings, and public health action.
- Implementation and documentation of epidemiologic protocol and design to maintain scientific rigor and quality control.
- Documentation of activities and reports to team members and management.
- The public, project teams, and department can be affected by these decisions.

17. Describe the types of decisions that require the supervisor's review.

- Final determination of priorities and epidemiology project design, methods, interpretation of findings, and public health action are reviewed and approved by the team leads, supervisors, and division leadership before being finalized.
- Deadlines for external deliverables.
- Non-routine decisions related to the preserve privacy and confidentiality of data.
- Decisions regarding the release of program data or findings outside MDHHS or other interaction with other government agencies, the affected communities, or the public.
- Preparation of surveillance and study information for display in presentations or publications.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical effort is typical of an office position; however, there will be some travel within the State to conduct field investigations and there may be occasional travel outside the state for meetings or conferences. There may be times when work outside of regular hours is necessary for the completion of a project. Computer use required for approximately 90% of the time. This job requires a valid vehicle operator's license and occasional travel within the State, including overnights. Less occasionally, travel may be required outside the State.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> N | Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position serves as an epidemiologist in the Exposure Epidemiology Unit in the Field Epidemiology Section. This individual supports the development of surveillance activities and/or epidemiologic investigations to identify and monitor environmental hazards related to non-biological exposures. Primary duties of the position include support of surveillance and epidemiology goals; recommendations for the design of epidemiology and surveillance investigations; support the development of protocols and processes; support of epidemiology and surveillance databases; support of field studies, surveillance, and epidemiologic studies; conducting basic analyses; supporting reports and presentations. In addition, the position will provide epidemiological support to other activities as requested by the Unit Manager, Section Manager, or Division Director.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

**25. What is the function of the work area and how does this position fit into that function?**

The work area functions to mitigate and respond to environmental exposures that impact human health. This position provides field and epidemiologic support to a unit and team within the Division that is tasked with responding to non-biological hazards. Specifically, this position works collaboratively with a team of epidemiologists involved in field epidemiology to collect data for epidemiologic research, surveillance, and public health response. In this role, this position works under the oversight of senior epidemiologists to participate in the design and execution of epidemiological studies, analysis of epidemiologic data, and dissemination of results and findings.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of a master's degree with a major in epidemiology or public health with a minimum of 8 semester (12 term) graduate-level hours in epidemiology and biostatistics courses.

**EXPERIENCE:**

**Epidemiologist 10**

No specific type or amount is required.

**Epidemiologist P11**

Two years of professional experience carrying out a variety of surveys, investigations, tests, and analyses of human disease and chronic health conditions, including one year equivalent to an Epidemiologist 10.

**Alternate Education and Experience**

**Epidemiologist P11**

Possession of a doctorate degree in epidemiology may be substituted for the experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As listed on the Civil Service job specification. In addition:

Knowledge of the principals and methods of epidemiology, biostatistics, and public health surveillance.

Knowledge of the methods used to organize, analyze, and maintain large and complex data sets.

Knowledge of and experience in use of statistical and database software; SAS and/or R and REDCap are preferred.

Knowledge of the principals of environmental health preferred.

Ability to organize and manage databases and maintain quality control, privacy and security of the data.

Ability to conduct epidemiology field studies, including following protocols, interacting with subjects and collecting data.

Ability to implement protocols for surveillance and epidemiologic studies.

Ability to design and use data collecting instruments, such as survey forms and questionnaires.

Ability to analyze surveillance data and other information for the purposes of determining the need for epidemiological investigations.

Ability to derive concepts of causality from the results of epidemiological analyses.

Ability to organize raw data in forms suitable for epidemiological analysis.

Ability to analyze data, draw conclusions, summarize technical information and write clear and accurate reports for publication, presentation, or dissemination.

Ability to maintain records and conduct correspondence related to the work.

Ability to work in a team, organize own work, and meet deadlines.

Ability to communicate effectively both orally and in written form.

*The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.*

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
Appointing Authority

8/16/2022

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

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Employee

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Date