

State of Michigan
Civil Service Commission

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

Position Code

1. EPIDGSTA

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Infectious Disease Prevention
4. Civil Service Position Code Description Epidemiologist-A	10. Division Immunization
5. Working Title (What the agency calls the position) Epidemiologist – Child and Adolescent Immunization	11. Section Immunization Epidemiology
6. Name and Position Code Description of Direct Supervisor VACANT; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor LYON-CALLO, SARAH; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 333 South Grand Avenue, Lansing, Michigan / Monday – Friday, 8:00 a.m. – 5:00 p.m.

14. General Summary of Function/Purpose of Position

The person in this position supports the programs in the Division of Immunization by providing child and adolescent data to meet program needs and evaluations to alleviate adverse health outcomes and promote public health in Michigan. This person serves as a recognized resource conducting data management and analysis and developing reports on immunization and vaccine-preventable diseases in Michigan's child and adolescent populations. They will work closely with internal MDHHS program partners, management, frontline staff within the division, and leadership within the Public Health Administration. Additionally, this position supports the Division by working with external partners on immunization issues including the Centers for Disease Control and Prevention and the University of Michigan. This position will work under the direction of the Immunization Epidemiology Section Manager.

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: 50

Serves as the recognized resource in supporting child and adolescent immunization epidemiological data functions and submissions to the Centers for Disease Control and Prevention.

Individual tasks related to the duty:

- Participates in disease outbreak investigations, including collecting data from local agencies.
- Collects vaccine-preventable disease or condition surveillance information and analyzes surveillance data related to child and adolescents and schools and day care settings.
- Assembles data bases and other information for analysis of vaccine-preventable disease.
- Participates in the design and management of surveillance systems for vaccine-preventable disease.
- Develops national, regional and Michigan-specific summaries of data for annual immunization surveys.
- Prepares epidemiological updates for CDC quarterly progress meetings.
- Discusses project needs and methodologies, provides mutual support, and shares new information with peer colleagues.
- Responds to the needs and priorities of the Immunization Division, Public Health Administration and MDHHS.
- Analyzes and interprets data from the Michigan Care Improvement Registry (MCIR) to identify pockets of need, immunizations levels by antigen, and conduct other analyses as requested.
- Participates in the design and management of surveillance systems for diseases of public health importance.
- Identifies or proposes interventions to prevent or alleviate public health problems based on epidemiological findings.

Duty 2

General Summary:

Percentage: 30

Conducts analyses and disseminates findings and implications of data analysis projects, project evaluation, research, and other activities involving vaccine-preventable disease.

Individual tasks related to the duty:

- Performs epidemiological and statistical analyses on vaccine-preventable disease data and prepares results for review and dissemination.
- Provides epidemiological analysis or interpretation of data and information for management responsible for program or policy development.
- Produces routine statistical summary reports and special reports and project updates as needed.
- Analyzes data for immunization issues from other data sources (e.g., Behavioral Risk Factor Surveys, School Immunization Records System, Medicaid databases, etc.)
- Collaborates with other organizations and researchers interested in using MCIR data, particularly with CDC regarding the Immunization Information System (IIS) Learning Laboratories and IIS Coverage Assessment Projects.
- Disseminates epidemiological findings through peer-reviewed publications, professional conferences and seminars, and /or other forums.

Duty 3

General Summary:

Percentage: 10

Responsible for overflow, back-up, and other support assignments.

Individual tasks related to the duty:

- Serves as back-up to the Adult Immunization Epidemiologist A position in the division.
- Provides back-up to the primary Vaccine-Preventable Disease Epidemiologist.
- Contributes to grant applications and required reports per CDC guidance and requirements.
- At times, serves as lead worker on a project; organizing, coordinating, prioritizing and assigning the work of a team.
- Conducts other vaccine preventable disease surveillance and public health emergency response activities for the Immunization Division as directed by supervisor or Division Director.
- As needed, conducts analysis of immunization recommendations and ad hoc requests across the lifespan.
- As needed, prepares for and participates in public speaking events, prepares for and attends CDC site visits and required grant events, immunization or other conferences as identified.

Duty 4

General Summary:

Percentage: 10

Performs other duties as assigned.

Individual tasks related to the duty:

- Participates in departmental initiatives and planning in regard to immunization program activities.
- Attends relevant meetings with internal staff and external stakeholders to assure collaboration and coordination of state and local programming.
- Attends relevant section, division, bureau and departmental staff meetings, and performs required training.
- Develops and maintains skills to successfully complete job duties, including interfacing with epidemiology colleagues.
- Maintains a positive, strong, credible, professional, and interpersonal relationship with all internal and external parties relevant to projects and represents the best interest of MDHHS.

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

Routine decisions related to epidemiologic analyses and interpretation of relevant data sets. This position functions as the resident expert within the Immunization Epidemiology Section and the Immunization Division in terms of statistical analyses related to immunization. These decisions affect the quality and accuracy of the estimates from statewide surveillance systems.

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

Decisions related to controversial or unprecedented issues or that have policy or political implications; decisions related to the release of non-aggregate data; and decisions related to funding. Duties outside of the scope of this position.

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.

Working remotely with the future potential of being located in Lansing in a standard office environment. Viewing a computer screen more than 90% of the time. Occasional physical effort, including lifting materials and equipment up to 50 pounds. Workload varies greatly and increases substantially in time of emergencies or emerging health threats. Weekend and after-hours work may be necessary. In-state travel may be required on occasion, with some overnights. Less often, out-of-state travel may be required.

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

Refer to Item 15.

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

This is a new position.

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

The person in this position supports the programs in the Division of Immunization by providing child and adolescent data to meet program needs and evaluations to alleviate adverse health outcomes and promote public health in Michigan. This person serves as a recognized resource conducting data management and analysis and developing reports on immunization and vaccine-preventable diseases in Michigan's child and adolescent populations. They will work closely with internal MDHHS program partners, management, frontline staff within the division, and leadership within the Public Health Administration. Additionally, this position supports the Division by working with external partners on immunization issues including the Centers for Disease Control and Prevention and the University of Michigan. This position will work under the direction of the Immunization Epidemiology Section Manager.

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 12

Three 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 P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

- Proficiency with Microsoft Office Suite programs including email, Microsoft Excel, SharePoint, and Internet browser software.
- Thorough working knowledge of Statistical Analysis System (SAS).
- Experience with GIS, MS Access, and SQL is desirable.
- Understands relevant epidemiologic and statistical principles and methods in order to perform and conduct epidemiological studies and investigations.
- Internalizes programmatic sense of urgency and displays excellent follow-through.
- Ability to handle multiple top priorities accurately and timely, and the ability to pivot priorities as needed
- Positive and motivated-to-learn attitude.
- Ability to work in a fast-paced, agile, and team-oriented environment.
- Ability to establish and maintain effective working relationships with managers, administrators, program and support staff, and community and business groups in a state government environment.
- Strong cultural competency with the ability to work effectively in an environment with diverse cultures, multiple perspectives, and competing needs.
- Must have the ability to plan, organize, prioritize, and expedite projects within short timelines.
- Ability to work independently with minimal direction.
- Ability to organize and coordinate the work of others on special projects.
- Ability to set priorities and assign work to other professionals on special projects.
- Proven exceptional oral, written, and interpersonal communication skills.
- Knowledge of biostatistics as applied to epidemiology.
- Knowledge of the methods to control communicable and chronic health conditions.
- Knowledge of the transmission of infectious diseases and the pathologic processes leading to disease.
- Knowledge of the methods used to organize and analyze large sets of health data.
- Knowledge of the organization and functions of the state and local public health departments.
- Ability to plan and conduct research projects.
- Ability to organize raw data in forms suitable for epidemiological analysis.
- Ability to prepare technical reports, records, and papers related to the work.
- Ability to maintain records and conduct correspondence related to the work.
- 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 develop proposals for interventions indicated by epidemiological analyses.
- Ability to derive concepts of causality from the results of epidemiological analyses.
- Ability to organize results of studies into written form for publication, presentation, and/or dissemination.
- Ability to formulate policies and practices for interventions indicated by epidemiological analyses.

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:

Valid vehicle operator's license is preferred to attend off-site meetings, conferences and trainings.

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.

None.

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

LIBERTY IRWIN

6/21/2021

Appointing Authority

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.

Employee

Date