

## 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 SPECIALIST-2	<b>10. Division</b> Enviornmental Health
<b>5. Working Title (What the agency calls the position)</b> Injury Epidemiologist	<b>11. Section</b> Environmental Health Surveillance
<b>6. Name and Position Code Description of Direct Supervisor</b> LARGO, THOMAS W; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> N/A
<b>7. Name and Position Code Description of Second Level Supervisor</b> GROETSCH, KORY J; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 235 S. Grand Ave., Lansing / 8am - 5pm, Monday-Friday

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

This position will provide technical direction and expertise to projects in the Section and Division dealing with environmental health and injury (occupational and non-occupational) surveillance. This epidemiologist specialist will work under direction of the Section Manager and provide consultation to other project staff. Primary duties of the injury epidemiologist will be: conduct public health surveillance and epidemiologic analyses in support of the environmental, injury (including drug poisonings), and occupational health surveillance programs in the Division; prepare written reports and recommendations for use in designing interventions and conducting program evaluation; and provide epidemiologic support to other activities as requested by 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: 55**

Provide technical direction for program policies and procedures and epidemiologic support in injury and public health tracking surveillance to Division programs, including the study design, execution and analysis of databases that contain information on occupational and non-occupational injury (including drug poisonings), and environmental health exposures.

**Individual tasks related to the duty:**

- Serve as lead epidemiologist for the Michigan Overdose Data to Action program.
- Establish and maintain list of surveillance data sources and obtain access to data.
- Design analysis plans for each data source.
- Conduct analyses and prepare tables and reports from the analyses.
- Document progress, problems, and items in need of follow-up.
- Assure compliance with confidentiality requirements and quality control.
- Conduct selected follow up activities to obtain additional case information or design interventions.
- Represent the Unit, Section, and Division in relevant workgroups and at conferences.

**Duty 2**

**General Summary:**

**Percentage: 25**

Conduct epidemiologic analyses and follow up activities in support of occupational and environmental health surveillance program.

**Individual tasks related to the duty:**

- Conduct occupational health surveillance and generate annual reports on findings.
- Prepare data for measures to be included on the Michigan Environmental Public Health Tracking data portal.
- Design and conduct analyses of existing data and prepare tables and reports for myriad reporting outputs.
- Assure compliance with confidentiality requirements; document problems and suggest solutions.
- Implement quality control on all projects.
- Conduct or oversee telephone interviews; answer questions from participants.
- Oversee mailings and responses; identify and rectify problems.

**Duty 3**

**General Summary:**

**Percentage: 20**

Contribute, as requested, to Division and Bureau special projects in the area of environmental epidemiology.

**Individual tasks related to the duty:**

- Advise and assist Division, Bureau, and Departmental staff as needed and requested in data analysis, interpretation and report writing in area of expertise.
- Provide consultation to other groups outside MDHHS as appropriate.
- Represent the Division, Bureau or Department at in-state, regional, and national meetings. Successfully communicate mission and activities.
- Identify information gaps and unmet needs within the field of epidemiology within the Division and develop policies and procedures to fulfill those needs.

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

- How to conduct analyses of surveillance data, and generate tables and reports based on these analyses.
- How to design and conduct epidemiologic analysis of existing data.
- How to collect surveillance follow-up data for input and analysis.
- Which methods to use to maintain quality control of data.
- How to interpret study results and identify next steps.

These types of decisions are critical to the success of the Division's programs and would affect the future of the program and relationships with the program partners.

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

- Initiating new areas of epidemiologic research in the Division.
- How to obtain access to data for surveillance.
- Finalizing designs of complex analyses.
- Finalizing design of scripts or protocols for contact of individuals, health care providers, clinics or hospitals as part of surveillance follow up activities.
- How to interpret complex study results and which recommendations should follow from these results.
- How to use data in the strategic planning process and in evaluation of projects.

**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. Requires valid vehicle operator's license and occasional travel within the State, including overnights. Less occasionally, travel may be required outside the State. There may be times when work outside of regular hours is necessary for the completion of a project. The employee may need to conduct site visits and attend public events around the state. The employee would be exposed to local weather conditions.

**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?**

Provide expert direction to the injury, environmental, and occupational health surveillance programs in the design, implementation, and statistical analysis of studies using databases containing outcome and exposure information. Conduct public health surveillance and epidemiologic analyses in support of these programs. Conduct follow up activities in support of programs. Design epidemiologic studies. Prepare written reports and recommendations.

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

This position description was updated to reflect the current status and focus of the Section and Division. Slight modification to general summary, updates to tasks related to duties 1 and 2, updated box 18, 23, 25, added required language to KSA's.

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

This position will provide epidemiologic support to projects within the Environmental Health Surveillance Section, including the Environmental Public Health Tracking program. Finally, this position will provide epidemiologic support for the Michigan Overdose Data to Action program which will be located in the Environmental Epidemiology and Analytics Section. The Occupational Health and Injury Surveillance Unit provides consultation and/or support on injury and occupational health epidemiology to other groups as requested by the Division Director. The person in this position will contribute epidemiologic support as needed.

**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 in epidemiology or public health, with a minimum of 8 semester (12 term) graduate-level hours in epidemiology and biostatistics courses.

**PREFERRED:**

- Training in environmental epidemiology or environmental health is preferred.
- PhD in relevant degree area is preferred.

**EXPERIENCE:**

**Epidemiologist Specialist 13**

Four years of professional experience equivalent to an Epidemiologist, including two years equivalent to an Epidemiologist P11 or one year equivalent to an Epidemiologist 12.

**PREFERRED:**

Experience in environmental epidemiology strongly preferred.

Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis. PhD in relevant degree can be substituted for one year experience equivalent to Epidemiologist 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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

- Extensive knowledge of concepts of epidemiology and public health surveillance; extensive knowledge of occupational health, environmental health, injury, and drug poisonings.
- Ability to plan and conduct surveys and studies, organize and analyze results, prepare technical reports, and make recommendations.
- Thorough knowledge of the principles and methods of epidemiology, biostatistics, and public health surveillance.
- Thorough knowledge of the methods used to organize, analyze, and maintain large and complex data sets.
- Considerable knowledge of and experience in use of statistical, geospatial, and data base software; R, SAS and ArcGIS preferred.
- Ability to organize complex data and maintain quality control, privacy and security of the data.
- Ability to design and implement surveillance and conduct analytic studies.
- Ability to interpret study results, draw conclusions, summarize technical information and write clear and accurate reports.
- Knowledge of quality assurance techniques to ensure the production of high quality results.
- Good oral and written communication skills.

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.

None.

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

LIBERTY IRWIN

7/23/2021

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