



# City of Kansas City, Missouri

## Job Class Specification

**Job Title:** EPIDEMIOLOGIST

**Department:** HEALTH

**Job Code:** 4031

**Status:** EXEMPT

**Grade:** EX-4

### Summary

This is highly responsible professional work in directing the activities of a municipal program established to provide the community and policymakers with analyses and interpretations of data that characterize the health of the population and the influences that affect the public's health.

Work involves responsibility for developing, promulgating, and coordinating procedures to be followed for receipt of, storage of, access to, analysis of, and interpretation of data of various types. An employee in this classification consults with and advises community health professionals and policymakers on public health matters. This employee will provide technical assistance to governmental and other requesting entities within the metropolitan area for analyzing and assessing data, programs, and initiatives. Work requires independent initiative and decision-making ability within the framework of laws and regulations under the general direction of the Health Director.

### Duties and Responsibilities

- Develops, implements, and administers plans and policies for identifying social determinants of health, including policies related to food access, housing, transportation, public safety, education, sustainability, climate change, parks, air and water quality, criminal justice, data dissemination, and economic development.
- Negotiates and secures health-related data from various sources, assuring data security and compliance with existing regulations and agreements that protect individuals' identities and other sensitive information.
- Develops analyses and assessments of health and other related data in conformance to prevailing public health and scientific practices, including mental health initiatives.
- Devises and implements statistical and accounting systems for professional audit purposes; present results and analyses of demographic data and confirms statistical validity of experimental results as required.
- Compiles and calculates statistical data in planning, implementing, and evaluating public health and related programs.
- Develops or assists in the development of health assessment survey instruments used to gather specific health information from select population groups.
- Participates in public health research collaborations with other health professionals.
- Prepares and presents articles, speeches, lectures, and media interviews concerning various aspects of the community's health.
- Prepares and conducts technical trainings in general epidemiology and in specific topic areas for public health workers, medical practitioners, and other interested individuals.
- Represents the Director in conferences, meetings, and negotiations with federal, state, local, and community health and medical organizations.
- Performs related duties as required.

## Technical Skills

Thorough knowledge of

- The principles and practices of public health, business, and public administration programs.
- Population health practices and analytical methodologies, including study designs.
- Federal, state, and local laws and regulations applicable to health data usage and security as subjects in research.
- The principles and practices of public health administration.

Considerable knowledge of

- Population demographics and trends.
- Cultural factors, including social, economic, and beliefs, as they relate to population health.
- Chronic and infectious disease epidemiology, disease causes, prevention, and treatment.

Ability to

- Translate technical findings into information that the community and policymakers can use to help improve the public's health.
- Prepare and deliver addresses before local, state, and national civic and professional groups regarding the community's health status.
- Prepare and submit data analyses for publication in peer-reviewed public health, medical, and scientific journals or in Health Department reports and newsletters.
- Establish and maintain effective working relationships with associates, subordinates, collaborators, governmental officials, and professional and civic organizations.
- Communicate effectively with the news media.

## Education and Experience

Accredited Master's degree in public health, with an emphasis in disease control or epidemiology and three (3) years of experience in public health, analyzing and assessing data, programs, or initiatives. Including work in the field of public health with the federal, state, local government, and private health sectors.

OR

Completion of a Doctor of Public Health, Doctor of Philosophy, Doctor of Science, or other equivalent degree from an accredited university with graduate-level emphasis in epidemiology, population health, and public health programming, with two (2) years of experience in public health, analyzing and assessing data, programs or initiatives. Including work in the field of public health with the federal, state, local government, and private health sectors.

## Certificates/ Licenses/Special Requirements

Must pass a background check as prescribed by the City.

## Supervisory Responsibility

Supervision may be exercised over professional and paraprofessional subordinates.

## Supervision Received

General technical supervision is received from the Director or an assigned designee.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

## Created

9/76

## Revised

9/06, 6/11, 8/2022 , 01/2024,07/24