

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.450
	STATE OF HAWAII	8.451
.		8.452
	Class Specifications	8.453
	for the:	8.454

EPIDEMIOLOGICAL SPECIALIST SERIES

Series Definition:

This series includes all classes of positions engaged in: the identification, prevention and control of communicable diseases through directed investigative epidemiological activities; the education and motivation of patients, contacts and suspects of communicable disease to comply with current public health regulations; conducting the medical, social, cultural and psychological aspects of field interviewing and investigation in obtaining source spread information; and the performance of a variety of informational-educational activities for the prevention of communicable diseases in the community. Communicable diseases are caused by bacterial, viral and other parasitic agents and include the stigmatized diseases such as venereal diseases.

Positions located on islands other than Oahu are assigned duties and responsibilities related to all the above cited communicable diseases. Positions on Oahu are usually assigned to either venereal disease control or to other communicable diseases caused by bacterial, viral and other parasitic agents.

Class levels in this series are distinguished on the basis of nature and variety of work; nature of supervision received; nature of available guidelines for performance of work; originality required; nature and purpose of person-to-person relationships; nature and scope of recommendations, decisions, commitments and conclusions; and nature and extent of supervision exercised.

EPIDEMIOLOGICAL SPECIALIST I, II, III, IV & V
8.450, 8.451, 8.452, 8.453, 8.454

This is an amendment to the classes EPIDEMIOLOGICAL SPECIALIST I, II, III, & IV approved on June 20, 1969; a change in code number for the class Epidemiological Specialist I and the first specification for the new class EPIDEMIOLOGICAL SPECIALIST V.

Effective Date: March 16, 1980

DATE APPROVED: 6/26/84 /s/ James H. Takushi
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Director of Personnel Services

EPIDEMIOLOGICAL SPECIALIST I 8.450

Duties Summary:

Receives formal and on-the-job training in epidemiological principles and methods, investigational and educational techniques used in the control of communicable diseases, and instruction in the interpretation and application of communicable disease laws, rules and regulations; and performs other related duties as assigned.

Distinguishing Characteristics:

This is a trainee class involving the development of the incumbent in the knowledge of epidemiology, application of educational and motivational methods and investigational techniques used in the program, and instruction in the policies, laws, rules and regulations applicable to the control of communicable diseases. Work/training assignments involve participation in field investigations and conferences with higher-level specialists.

Final decisions or recommendations are not made at this level. Person-to-person contacts are initially limited to observation assignments. As an employee in this class gains experience, the employee assists in investigations and in

EPIDEMIOLOGICAL SPECIALIST I, II, III, IV & V
8.450, 8.451, 8.452, 8.453, 8.454

responding to routine queries from the public, medical and other professionals. Supervision is immediate; and guidance, counseling and training is assured from an assigned and available higher-level Epidemiological Specialist.

Examples of Duties:

Receives orientation in the basic philosophy, principles, practices, sciences, organization and activities of the epidemiology program; initially observes higher-level Epidemiological Specialist in the field investigation of communicable diseases and, after some experience is gained, assists higher-level specialist in the investigation of cases, contacts and outbreaks of communicable diseases; accompanies higher-level Epidemiological Specialist in educational assignments; assists in responding to routine queries from the public, medical and other professionals, and in the appropriate referral of such queries; receives instructions in the interpretation and analysis of laws, rules and regulations governing communicable diseases; participates in the collection, monitoring, tabulation, display, and analysis and interpretation of case, outbreak and surveillance data; assists in completing required State and federal disease report forms; assists in the preparation of written reports; participates in oral presentations to various groups; observes and assists in communicable disease clinics; performs routine clinic interviewing; performs simple laboratory procedures under close supervision; participates in orientation sessions on related health programs; maintains confidentiality of case information.

Knowledge and Abilities Required:

Knowledge of: Basic biological sciences; working knowledge of mathematics and algebra.

Ability to: Learn and understand the basic philosophy, principles, practices, sciences, organization and activities of the assigned epidemiology program; apply the basic biological sciences to epidemiological investigations and educational activities; understand the relationships between the epidemiological program and related health programs; learn and apply principles and techniques of interviewing and motivating;

EPIDEMIOLOGICAL SPECIALIST I, II, III, IV & V
8.450, 8.451, 8.452, 8.453, 8.454

understand, interpret and apply pertinent laws, rules and regulations; learn and apply techniques and precautions for the collection and preparation of various specimens; learn to deal with the public, medical and other professionals; learn basic statistical methods and techniques; understand and follow oral and written instructions; maintain confidentiality of data.

EPIDEMIOLOGICAL SPECIALIST II

8.451

Duties Summary:

Performs limited epidemiological investigational and educational activities in the communicable disease control program; and performs other related duties as assigned.

Distinguishing Characteristics:

This level reflects progressive development in the application of epidemiological investigational and educational techniques and methods. Work assignments are performed under the close supervision of a higher-level Epidemiological Specialist or the epidemiologic medical officer and may relate to a defined specialty area of the program. Typical work assignments include investigational and educational activities in either venereal disease or food borne disease control, which are the major investigative specializations of the communicable disease program. Case assignments are scheduled by a higher-level Epidemiological Specialist or medical officer who defines problem areas and resolves complex problems encountered in work assignments. At this level, incumbents begin to develop skill in establishing rapport with patients, managers of business, public officials and institutional personnel.

Examples of Duties:

According to assigned schedule, conducts case interviews on infected patients to obtain names, descriptions and locating information of all sex contacts within the critical period; under supervision of a higher-level Epidemiological Specialist, performs case analysis to determine source and spread of disease

EPIDEMIOLOGICAL SPECIALIST I, II, III, IV & V
8.450, 8.451, 8.452, 8.453, 8.454

and determines necessity for reinterviews; as assigned, performs contact tracing activities which include locating of sexual contacts of the infected patient and motivating these contacts to seek proper medical attention; educates and motivates patients to return for follow-up examinations; performs various clinical activities under the close supervision of the clinic manager and clinic physician; reviews with higher-level Epidemiological Specialist problems encountered in the identification of diseases and problems encountered in contacts with emotionally unstable patients; assists higher-level Epidemiological Specialists in providing sexually transmitted disease information and education to private physicians, laboratory personnel, military personnel and others; prepares and/or assists in the preparation of various narrative statistical and other reports; assists higher-level epidemiological specialists in compiling, analyzing and interpreting surveillance and various special project data; participates in conferences and training sessions.

Conducts assigned field investigation of sporadic cases of the more common communicable diseases; initially under close supervision, assumes increasing responsibility for the investigation of sporadic cases of less common communicable diseases and outbreaks of communicable diseases; as directed, takes case histories of afflicted persons as well as those not ill to determine cause of infection and extent of the population exposed; recommends to the afflicted public that they seek medical attention; recommends routine corrections of improper food handling practices to food handlers and management; discusses with the supervisor progress of field investigations and surveys; prepares and/or assists in the preparation of various narrative, statistical and other reports; responds to, or refers to higher-level Epidemiological Specialists, requests for information from the general public, medical and other public health personnel; assists in compiling, displaying analyzing and interpreting contact, outbreak and surveillance data; participates in conferences and training sessions.

Knowledge and Abilities Required:

Knowledge of: The basic philosophy, principles, practices, sciences, organization and activities of the assigned

EPIDEMIOLOGICAL SPECIALIST I, II, III, IV & V
8.450, 8.451, 8.452, 8.453, 8.454

epidemiology program; relationship of assigned epidemiological and related health programs; pertinent laws, rules and regulations of assigned epidemiological program; basic knowledge of the control methods, medical and epidemiological characteristic of communicable diseases in the assigned program area; basic principles and techniques of interviewing and motivating; basic investigational, inspectional and educational methods and techniques; basic techniques and precautions in the collection and preparation of various specimens; basic statistical methods and techniques.

Ability to: Conduct assigned case interviews and field investigations of communicable diseases; conduct basic educational activities; interview and motivate afflicted persons; interpret and apply pertinent laws, rules and regulations of assigned epidemiological program; perform case analysis to determine source and spread of disease and necessity for re-interviews; establish and maintain effective working relationships with others; learn and perform various clinical activities; prepare various routine narrative, statistical and other reports; compile, display, analyze and interpret the more routine contact, outbreak and surveillance data.

EPIDEMIOLOGICAL SPECIALIST III

8.452

Duties Summary:

Performs the full range of epidemiological investigational and educational activities in the communicable disease control program; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the independent, full-range, worker level in this series. Assignments normally include the investigation of the full-range of venereal disease cases including the most complex and priority cases; or, the investigation of the full-range of communicable diseases caused by bacterial, viral and other parasitic agents, including those that are uncommon. The performance of epidemiologic activities at this level reflects a

EPIDEMIOLOGICAL SPECIALIST I, II, III, IV & V
8.450, 8.451, 8.452, 8.453, 8.454

thorough knowledge of the causes and symptoms, and social and environmental factors affecting the transmission of communicable diseases. Incumbents at this level must exhibit tact in respecting the privacy of individuals and the professional ethics of medical practitioners during the conduct of communicable disease investigations.

The work is performed under general supervision of higher-level Epidemiological Specialist or the epidemiologic medical officer and requires individual planning and scheduling of work activities according to case load, degree and extensiveness of the outbreak, and program emphasis. Educational activities include the preparation of narrative, statistical and other data/information for presentation to groups and/or individuals. The work also involves the use of various techniques in motivating afflicted persons and suspects to seek medical aid. All work is performed within the current authority of communicable disease laws, rules and regulations.

Examples of Duties:

Plans, organizes and conducts investigational and educational activities related to sexually transmitted diseases in accordance with needs of assigned work and program procedures; secures permission from physicians to interview diagnosed and reported venereal disease patients; interviews diagnosed venereal disease patients to elicit information regarding contacts and suspects to locate source and/or cases related to original infection; performs case analysis to determine source and spread of infection and whether re-interviews are necessary; contacts and instructs the exposed public to seek proper and available medical aid; establishes and maintains resources in locating and interviewing promiscuous or habitually named contacts and suspects; instructs patients and contacts regarding measures which should be taken to control the spread of communicable diseases; works as a venereal disease clinician in the Venereal Disease Clinic; informs patients of signs, symptoms and prevention of sexually transmitted diseases; informs physicians of current communicable disease problems and the importance of reporting diagnosed cases; provides sexually transmitted disease information and education to private physicians, laboratory personnel, military personnel and others;

EPIDEMIOLOGICAL SPECIALIST I, II, III, IV & V
8.450, 8.451, 8.452, 8.453, 8.454

prepares various narrative, statistical and other reports; compiles, displays, analyzes and interprets data for various special projects; participates in evaluating venereal disease epidemiological activities, methods and procedures; prepares lectures and develops visual aids for use in educational programs in venereal disease; may work at irregular hours to locate contacts.

Plans, organizes and conducts investigational and educational communicable disease activities in accordance with needs of assigned work and program procedures; conducts surveys of food borne and other outbreaks of communicable diseases; obtains medical case histories from the involved public; constructs and interprets attack rate tables; determines median onset time and probable source of illness; recommends condemnation of contaminated foods; recommends and assists in the implementation of controls based on the findings of investigations, surveillance and data analyses; participates in medical epidemiological research surveys; prepares lectures and develops visual aids in presenting specific educational programs which stress the cause, effect, prevention and control of communicable diseases; recommends isolation and quarantine of contacts as required by law; prepares statistical, analytical and narrative reports of investigational and operational research projects; informs other public health workers of progress of communicable disease activities; responds to requests for information from the general public, medical and other public health personnel; may work at irregular hours to locate contacts; may organize, conduct, supervise and/or evaluate immunization clinic activities; may be assigned to investigate non-communicable diseases.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the lower levels:

Knowledge of: Thorough knowledge of principles, practices, sciences, organization and activities of the assigned epidemiology program; thorough knowledge of laws, regulations, administrative rules and policies relating to the reporting and control of communicable diseases in assigned program area;

EPIDEMIOLOGICAL SPECIALIST I, II, III, IV & V
8.450, 8.451, 8.452, 8.453, 8.454

thorough knowledge of the control methods, medical and epidemiological characteristic of communicable diseases in the assigned program area; thorough knowledge of investigational, inspectional, educational and motivational methods and techniques used in the assigned epidemiological program; thorough knowledge of techniques and precautions in the collection, preparation, recording and transporting of various specimens; applicable provisions of confidentiality and freedom of information requirements; various statistical methods and techniques; report writing.

Ability to: Comprehensively conduct the full range of investigational and educational activities of the assigned program area; interpret and apply pertinent laws, regulations, rules and policies; establish and maintain effective working relationships with afflicted persons, physicians, other public health personnel and the general public; perform the full-range of clinical activities; compile, display, analyze, interpret and maintain confidentiality of accumulated data; prepare various reports.

EPIDEMIOLOGICAL SPECIALIST IV

8.453

Duties Summary:

Plans, organizes and performs the most complex investigational and educational epidemiological activities in an assigned communicable disease program area, in addition to making case assignments and assisting in the review of work performed by lower-level Epidemiological Specialist; or, functions as the Epidemiological Specialist in venereal diseases as well as other communicable diseases caused by bacterial, viral and other parasitic agents for a county; and performs other related duties as assigned.

Distinguishing Characteristics:

Epidemiological Specialists IV are of two types:

EPIDEMIOLOGICAL SPECIALIST I, II, III, IV & V
8.450, 8.451, 8.452, 8.453, 8.454

1. The senior specialist responsible for a case load consisting predominately of the most complex investigational and educational epidemiological activities in an assigned communicable disease program and in addition, responsible for assisting the higher-level Epidemiological Specialist by performing various supervisory related work activities. A position of this type is located in a communicable disease program area of such scope and numbers of non-supervisory epidemiological specialist staff (usually four or more) that this position is required to assist in the operation of the work unit by making case assignments which assure equitable and appropriate case loads to lower-level specialists and by assisting in evaluating the effectiveness of their work performance. There is typically no more than one such position in any communicable disease program area. Communicable disease program areas with limited scope and staffing may not have any positions of this type.

2. The Epidemiological Specialist is responsible for the immediate planning, control and conduct of all investigational and educational epidemiological activities for venereal diseases and other communicable diseases caused by bacterial, viral and other parasitic agents in a neighbor island county-wide area. A position of this type lacks frequent personal contact with, and immediate direction from, a higher-level Epidemiological Specialist; although program direction is available through periodic conferences, program directives, correspondence, telephone communication, etc.

Examples of Duties:

Type I Position: The work tasks performed are similar to those performed by positions at the Epidemiological Specialist III level except that a position of this type is assigned predominately the most complex investigational and educational epidemiological activities. The most complex assignments are the rare, newly recognized or less common communicable disease cases, those with more serious consequences if treatment is delayed or not received, those with more diffused symptoms and those which seriously affect large numbers of people. In addition, a position of this type develops, modifies, implements, monitors and/or supervises surveillance projects and

EPIDEMIOLOGICAL SPECIALIST I, II, III, IV & V
8.450, 8.451, 8.452, 8.453, 8.454

other special studies or organizes, coordinates, conducts and/or supervises, and evaluates various immunization/screening clinics; makes casework assignments to lower-level Epidemiological Specialist and assists in evaluating each worker's effectiveness; assists in identifying training needs and trains or arranges for the training of lower-level Epidemiological Specialists; assists in monitoring the effectiveness of epidemiological activities in the assigned program area; and may assist with various administrative tasks.

Type II Position: Duties are basically the same as those at the Epidemiological Specialist III level, except that a position of this type also plans and conducts all communicable disease activities for the assigned geographical area; represents the Epidemiology Branch in the assigned geographical area; organizes, coordinates, conducts and/or supervises, and evaluates various immunization/screening clinics; develops, modifies, implements and/or monitors surveillance projects and other special studies; and coordinates various communicable disease program activities with other governmental and private agencies and individuals. A position of this type may oversee the work of a lower-level Specialist.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the lower levels, this class requires:

Knowledge of: (For both types of positions): A comprehensive knowledge of the policies, practices and procedures of the assigned epidemiology program(s).

Ability to:

Type I: Handle a workload consisting predominately of the most complex investigational and educational epidemiological activities; develop, modify, implement, monitor and/or supervise surveillance projects and other special studies and/or organize, coordinate, conduct and/or supervise, and evaluate various immunization/screening clinics; make case assignments and assist in evaluating the effectiveness of lower-level specialists; assist in monitoring the effectiveness of epidemiological

EPIDEMIOLOGICAL SPECIALIST I, II, III, IV & V
8.450, 8.451, 8.452, 8.453, 8.454

activities; and learn and apply supervisory principles and practices.

Type II: Plan and conduct all communicable disease activities for the assigned geographical area; represent the Epidemiology Branch in the assigned geographical area; organize, coordinate, conduct and/or supervise, and evaluate various immunization/screening clinics; develop, modify, implement and/or monitor surveillance projects and other special studies; coordinate various communicable disease program activities with other governmental and private agencies and individuals.

EPIDEMIOLOGICAL SPECIALIST V

8.454

Duties Summary:

Plans, develops, directs, supervises and coordinates an assigned statewide program area of the State's communicable disease program; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the work of a supervisor of an assigned statewide program area of the State's communicable disease program. The work of a position in this class includes supervising professional staff as well as other support staff. A position in this class also has unit management responsibilities. The work is performed under the direction of a medical administrator and within the framework of the statewide communicable disease program goals, objectives, policies and procedures.

Examples of Duties:

Plans, assigns, directs and reviews the work of lower-level professional and support staff; discusses and resolves difficult problems encountered by subordinates; reviews the epidemiological methods and procedures utilized and the investigative data accumulated and recorded by subordinate specialists for conformance to program procedures and policies;

EPIDEMIOLOGICAL SPECIALIST I, II, III, IV & V
8.450, 8.451, 8.452, 8.453, 8.454

coordinates a statewide education program for the assigned program area; supervises the dissemination of information to medical and other health professionals and to the general public; oversees the preparation, submission and distribution of various reports; identifies training needs of subordinates and provides or arranges for training sessions as appropriate; evaluates assigned program needs, problems, efficiency and effectiveness; develops and implements program plans/objectives in accordance with the overall statewide communicable disease program goals, objectives, priorities, etc.; prepares various planning documents; prepares program budget requests, program change reports, operational expenditure plans and federal grant requests; monitors all program expenditures in accordance with departmental guidelines; develops and implements methods, procedures and guidelines to carry out program objectives and to measure/maximize effectiveness and efficiency of operations; coordinates program activities with other public and private agencies; drafts legislation, prepares testimony, attends legislative hearings and prepares replies to legislative requests for information; recommends changes in communicable disease laws; serves as a resource and technical consultant on assigned communicable disease program area; conducts epidemiological investigational and educational activities; performs clinical and laboratory activities; plans, organizes, conducts, and/or supervises clinic operations; prepares various statistical and narrative reports.

Knowledge and Abilities Required:

Knowledge of: Statewide communicable disease program objectives, goals and priorities; supervisory principles and practices; basic management principles as they relate to effective work organization and staff utilization.

Ability to: Direct and supervise the activities of an assigned communicable disease program area; evaluate program needs, problems, efficiency and effectiveness; develop and implement program goals and objectives; develop and implement program methods, procedures and guidelines; identify staff training needs and plan and implement, or arrange for, training activities; prepare operational plans, budget requests and other reports; draft legislation and prepare legislative testimony.