2803 Epidemiologist II

Epidemiologist Coordinator

Recruitment #

Department

Analyst

Date Opened

Filing Deadline

Salary $45.80 - $55.66/hour; $7,939.00 - $9,648.00/month; $95,264.00 - $115,778.00/year

Job Type Permanent

Employment Type Full-Time

Go Back Apply View Benefits

INTRODUCTION
APPOINTMENT TYPE: Permanent

GENERAL JOB DESCRIPTION: The Applied Research, Community Health Epidemiology, and Surveillance (ARCHES) Branch in the San Francisco Department of Public Health (SFDPH) Population Health Division (PHD) and the SFDPH Department of Information Technology: Informatics is accepting applications for one (1) full-time position in class 2803 Epidemiologist II to support PHD activities, public health surveillance, and the EHR Implementation Program, primarily serving as the coordinator and lead analyst for multi-site integration with the SFDPH's instance of Epic. The Epidemiologist/Informatician supports the production of population-based health information, leading to effective decision making and public health actions that improve population health.

LOCATION: 25 Van Ness Ave., San Francisco, CA 94102

SHIFT: Generally Monday through Friday, 8:00 am – 5:00 pm, hours may vary; occasional evenings and weekends may be required.

POSITION DESCRIPTION:
Under the supervision of the Chief Nursing Informatics Officer and the ARCHES Director, the Epidemiologist/Informatician will perform the following essential duties:

- Plans, directs and evaluates original epidemiologic and/or evaluation proposals and studies; designs and implements survey instruments and procedures for data collection and analysis; establishes and maintains surveillance systems to identify and monitor health-related trends among various populations; and analyzes and interprets findings.
- Recommends policies and procedures for the control and prevention of diseases and the promotion of health outcomes; assesses feasibility of population interventions; and analyzes the impact of planned interventions on the health status of target populations.
- Provides direction to staff involved in data collection, data quality management, statistical analysis and other support activities involved in research and evaluation.
- Provides technical consultation to departmental staff on epidemiologic and/or evaluation research methodology and design; provides information to other public and private agencies and professional groups regarding issues relating to health-related trends, patterns, characteristics, possible causation, and potential remedial actions; coordinates research efforts with departmental staff and investigators in other agencies.
• Prepares reports, presentations and scientific papers based on hypothesis and results; participates in conferences, meetings and seminars relating to the causation, distribution, and prevention of diseases and other health outcomes.

• Serves as primary liaison relative to EHR build and reporting to all PHD partners including: Community Health Equity and Promotion, Public Health Preparedness and Emergency Response, Environmental Health and Occupational Safety, Public Health Laboratory, Emergency Medical Services Agency, STD Prevention and Control, Tuberculosis Control, Communicable Disease Prevention and Control, HIV Prevention, HIV Epidemiology, and Bridge HIV (Research).

• Coordinates meetings and trainings and conducts related follow-up to meet project deliverables and ensure involvement by key staff, including field investigation staff, laboratorians, and clinical providers.

• Applies strong analytical skills and knowledge using statistical and database management software (i.e., SAS and R) to conduct quality assurance of all related clinical, laboratory, and interview data; conducts evaluation of the epidemiologic investigation data to provide quality improvement feedback to staff performing interviews and partner services; and cleans, formats, and transmits data to the California Department of Public Health and the Centers for Disease Control and Prevention.

• Evaluates data using descriptive and multivariate statistics as part of verifying, analyzing, interpreting, and summarizing data for reports, as well as for dissemination of findings to appropriate stakeholders.

• Designs and develops information systems to support effective decision making by public health leaders.

• Provides strategic assistance to PHD to assure that information systems support the information needs of DPH, local and statewide public health programs, and policy development.

• Uses information system(s) and other data sources in collaboration with public health programs to evaluate program and population-based performance, evaluations, and outcome measures.

• Designs workflows and processes for data management.

• Works with IT professionals, public health program staff, and vendors to develop system requirements and business cases in order to plan, develop, and maintain health information systems.

• Conducts literature reviews, and prepares informatics models, frameworks, or summary documents as needed.

• Participates in project conference calls and attends required trainings and meetings as needed.

• Communicates clearly and in a professional manner with staff throughout SFDPH, the Population Health Division, as well as with providers and patients.

• Effectively applies communication skills to translate data to program and clinic staff, and community members.

• Prepares project progress reports and continuing grant applications for submission to funding agencies.

• Summarizes study data for publication in technical and scientific journals and presentation in local and national meetings.

• Maintains a detailed and well-organized schedule of tasks and events.

• Meets with supervisor weekly and as needed to report progress and solve problems.

• Addresses additional ARCHES and PHD epidemiological needs as requested.

The Epidemiologist II, Epidemiologist/Informatician, also performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

1a. Completion of a master’s degree program at an accredited college or university in Epidemiology or related field that includes a minimum of two (2) graduate level courses in Epidemiology (or comparable classes in advanced research methodology) **AND** two (2) graduate level courses in statistics or biostatistics;
AND
1b. One (1) year (equivalent to 2,000 hours) of verifiable experience within the field of Epidemiology performing study design, evaluation or analysis;

OR

2a. Completion of a master’s degree program at an accredited college or university; AND
2b. Four (4) years (equivalent to 8,000 hours) of verifiable experience within the field of Epidemiology performing study design, evaluation or analysis.

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted.

Desirable Qualifications: The stated desirable qualifications listed below may be used to identify job finalists.

- Epic Cogito (2018) Certification or Proficiency
- Knowledge of public health and healthcare systems and practices
- Knowledge of medical terminology
- Knowledge and skills in clinical informatics or public health informatics
- Knowledge of applicable laws, statutes, and policies pertaining to health information, including security, privacy, and management of confidential data.
- Strong skills and experience using database management and statistical software to manage and analyze data. Knowledge of SQL is desired.
- Strong data visualizations skills.
- Excellent organizational skills.
- Sensitivity to and experience working with ethnically, and culturally diverse individuals, communities, agencies, and organizations that comprise the public health constituency.
- Ability to work as part of a team, to prioritize and handle multiple tasks, and to work independently in a high pressure environment.
- Ability to analyze and think critically to apply reasonable judgment and problem solving skills.

Verification of Experience: http://sfdhr.org/getting-job#verification
Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process.

Verification of Education: If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at http://sfdhr.org/how-verify-education-requirements

Note: Falsifying one’s education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

HOW TO APPLY

Applications for City and County of San Francisco jobs are only accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select “Apply” and read and acknowledge the information
• Select either “I am a New User” if you have not previously registered, or “I have Registered Previously”
• Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfph.org, @asianart.org, @sfmta.com, @sfpl.org).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding the recruitment or application process, please contact the exam analyst, Katelynn Luong, by telephone at (415) 554-2920, or by email at Katelynn.Luong@sfdph.org.

For questions regarding the vacancy, please contact the hiring manager, Eric Shaffer, by telephone at (628) 206-5483, or by email at Eric.Shaffer@sfdph.org.

**Supplemental Questionnaire (Weight: Qualifying):**
Candidates will be prompted to complete a Supplemental Questionnaire as part of the online employment application. The Supplemental Questionnaire is a self-report checklist that is designed to evaluate if candidates meet the minimum qualifications for this position.

Applicants meeting the minimum requirements are not guaranteed advancement in the selection process.

**CONVICTION HISTORY**

If you receive a conditional offer of employment, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you were given a conditional offer of employment. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

• Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

*Having a conviction history does not automatically preclude you from a job with the City.*

If you receive a conditional offer of employment, the hiring department will contact you to schedule a fingerprinting appointment.

### DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

### CONCLUSION

**Note on Electronic Health Record (EHR):** The Department of Public Health (DPH) is implementing a unified Electronic Health Record (EHR) system and DPH employees must demonstrate competency in the use of the system that is appropriate for their classification as a condition of employment.

**Note on Personal Protective Equipment (PPE):** Some positions in the Department of Public Health will require the use of personal protective equipment (PPE), including but not limited to gloves, gowns, eye and face protection, and face-fitting respirators. The requirement for the use of PPE may come on short or no notice. Facial hair or any condition that interferes with a face-fitting respirator’s seal (i.e. comes between the sealing surfaces of the respirator and the wearer’s bare skin) is not permitted when face-fitting respirators are worn, including during initial or periodic respirator fit-testing.

Employees who choose not to shave and do not have either American Disabilities Act (ADA) or Equal Employment Opportunity (EEO) Accommodations do not have the right to alternate work assignments or the option of using a loose-fitting Powered Air Purifying Respirator (PAPR) in place of a FaceFitting Respirator.

**Medical Examination/Drug Testing:**
Prior to appointment, at the Department’s expense, applicants may be required to take a tuberculosis (TB) screening test, a medical examination and/or drug test.

**General Information concerning City and County of San Francisco Employment Policies and Procedures can be found at:** [http://www.sfdhr.org/index.aspx?page=20](http://www.sfdhr.org/index.aspx?page=20)

**Copies of Application Documents:** [http://sfdhr.org/getting-job#copies](http://sfdhr.org/getting-job#copies)

**Right to Work:** [http://sfdhr.org/getting-job#identification](http://sfdhr.org/getting-job#identification)


Reissued: July 20, 2018
Issued: January 19, 2018
Micki Callahan
All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click here.