

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Epidemiologist E6		Class Code: 00EFR6
	FLSA Status: Exempt	Salary Schedule: ESM	Effective Date: 7-12-13
	Summary: Work performed is managerial in nature concerned with the preparation, implementation, analysis and reporting of environmental epidemiological investigations. Incumbent is responsible for developing research studies and directing a staff of professionals.		

Duties:

- Develops, prepares and distributes procedures and protocols for environmental epidemiological investigations;
- Coordinates efforts to identify, analyze and interpret local clusters of disease;
- Coordinates department staff in implementing research protocols;
- Coordinates department staff in responding to health concerns during natural and man made disasters;
- Coordinates department staff in analyzing with appropriate statistics and data gathered during environmental epidemiological investigations;
- Prepares reports and other documents as required;
- Coordinates dissemination of epidemiological information to media representatives, other health professionals, lay organizations and private individuals;
- Cooperates with and secures assistance from various professionals and lay individuals during epidemiological investigations;
- Coordinates information and data with other divisions and other state and federal agencies;
- Prepares grant and fund requests for the environmental epidemiology section and prepares and monitors budget information;
- Performs risk assessments of communities exposed to toxic substances;
- Performs health assessments on individuals and communities exposed to toxic substances emanating from hazardous waste sites;
- Interprets data developed by other divisions and agencies as to the possibility of any increase in the risk of adverse health effects;
- Assists staff and representatives of local, state and federal legislative branches of governments to prepare reports and information for legislation related to environmental epidemiology;
- Performs other related duties as required.

Job Requirements:

- Extensive knowledge of advanced epidemiological investigative methods, study design and study analyses;
- Extensive knowledge of advanced level statistical procedures;
- Extensive knowledge and ability to develop study protocols and to direct personnel in the field;
- Knowledge of toxicology and oncology as they relate to environmental substances;
- Ability to communicate effectively verbally and in writing;
- Ability to work cooperative with staff and representatives of state, local and federal agencies and to provide direction to administrative and professional personnel;
- Ability to prepare research documents and reports;
- Ability to extend standard procedures and methodologies to non routine or unprecedented situations or problems;
- Ability to interpret information relative to epidemiological and toxicological investigations.

Difficulty of Work:

Incumbent utilizes broad knowledge of epidemiology, statistics and toxicology to formulate and coordinate special epidemiological research projects and health assessment studies. Work is broad in scope and extremely complex involving many variables, which must be analyzed as to their significance in the coordination and development of environmental epidemiological research protocols. Extensive judgment is required to perform required duties in compliance with state and federal laws and regulations and to adapt standard methods and procedures to uncharted situations.

Responsibility:

Incumbent is responsible for developing, coordinating and analyzing environmental epidemiological research protocols within the department. Incumbent makes a recommendation to supervisor regarding non-routine and or emergency environmental health situations incorporating agency guidelines and policies. Incumbent is responsible for recommending remedies regarding non routine and/or emergency environmental health situations based on the development, coordination and/or analysis of environmental epidemiological research protocols. General goals, objectives and problems effecting agency policy and practices are discussed with superiors but incumbent utilizes own initiative in performing and coordinating environmental epidemiological research efforts of the department. General methodology and handling of procedures are at the discretion of the incumbent. Work is done within state and federal guidelines and budget limitations. Work is reviewed by superiors for compliance with policy and agency program goals.

Personal Work Relationships:

Incumbent works with department staff, representatives of other local, state and federal agencies, representatives of local, state and federal legislative branches of government, representatives of citizen action groups and lay individuals. All contacts are for the purpose of preparing, implementing and coordinating environmental epidemiological research and assessment activities, explaining and interpreting data and results and carrying out appropriate ISDH policies.