

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Epidemiologist E7		Class Code: 00EFR7
	FLSA Status: Exempt	Salary Schedule: ESM	Effective Date: 7-12-13
	Summary: Work performed involves the preparation, implementation, analysis, and reporting of environmental epidemiological investigations. Incumbent is responsible for developing research studies.		

Duties:

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

Job Requirements:

- Extensive knowledge of epidemiological methods, study design and study analyses;
- Extensive knowledge of advance level statistical procedures;
- Knowledge of toxicology and oncology as they relate to environmental substances;
- Ability to develop study protocols and to direct personnel in the field;
- Ability to communicate effectively verbally and in writing;
- Ability to work cooperatively with staff and representatives of state, local and federal agencies and to coordinate efforts of administrative and professional personnel;
- Ability to prepare research documents and reports;
- 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 surveys. Incumbent performs duties within the policies of the department and requirements established by the federal and state agencies including those mandated by the Indiana General Assembly. Work is broad in scope with many facets and variables which must be interpreted as to their significance in developing, coordinating and analyzing environmental epidemiological research protocols. Considerable judgment is needed in the performance of duties within the guidelines of state and federal laws and regulations.

Responsibility:

Incumbent is responsible for developing, coordinating and analyzing environmental epidemiological research protocols within the department as well as direct specific investigations. General instructions concerning goals and objectives 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 the state and federal guidelines and budget limitations. Work is reviewed by superiors for compliance with policy and agency program goals.

Personal Work Relationships:

Contacts are with department staff, supervisor, federal, state and local agency representatives, 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 activities.