

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Deputy State Epidemiologist

Definition

Provides epidemiological support, policy recommendations, and representation to the media for all areas under the direction of the State Epidemiologist; supervises and directs all work activities of the Center for Acute Disease Epidemiology; develops bureau priorities and evaluates program content and personnel effectiveness; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Administers the state acute disease epidemiology program in order to prevent, conduct surveillance for, investigate, and control acute disease by planning, budgeting, monitoring, and providing technical assistance.

Collects and interprets epidemiological data in order to plan, evaluate, and determine state acute disease epidemiology program needs, priorities, and effectiveness.

Evaluates procedures used in the state acute disease epidemiology program in order to revise present programs and develop new initiatives to increase program effectiveness by reviewing program data and conducting evaluations.

Coordinates the activities of the state acute disease epidemiology program with other units of the Department to provide epidemiological technical expertise, coordination, and leadership.

Explains the program and its goals and objectives in order to promote and educate on acute disease prevention and control by talking to officials of public and private agencies.

Coordinates the development of instructional materials by the state acute disease epidemiology program by providing advice and direction as required.

Performs public relations activities by preparing and giving risk communication data and information to partners, the public, and media.

Represents the Department by attending seminars, conferences, and other meetings, and by giving speeches to discuss activities of the state acute disease epidemiology program and to gain knowledge useful to developing improved epidemiology programs for the State of Iowa.

Competencies Required

Knowledge:

- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Medicine and Dentistry – The information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Biology – Plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Sociology and Anthropology – Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Abilities:

- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Mathematical Reasoning – Choose the right mathematical methods or formulas to solve a problem.

Skills:

- Science – Using scientific rules and methods to solve problems.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

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- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
 - Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
 - Writing – Communicating effectively in writing as appropriate for the needs of the audience.
 - Speaking – Talking to others to convey information effectively.
 - Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
 - Systems Analysis – Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
 - Systems Evaluation – Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Minimum Qualification Requirements

Applicants must meet all of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited college or university with a doctorate degree in medicine or veterinary medicine; and
- 2) Licensure as a Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), or Doctor of Veterinary Medicine (DVM) in the State of Iowa; and
- 3) Graduation from an accredited college or university with a graduate degree in public health with at least two courses related to the principles and practice of epidemiology; and
- 4) Either of the following (a or b):
 - a. Completion of Epidemic Intelligence Service (EIS) or equivalent training; or
 - b. Three years of experience in applied epidemiology in an infectious, noninfectious, or chronic diseases; environmental poisonings or conditions; injury prevention; or a substance misuse related epidemiology program.

Effective date: 08/20 SA