

NORTHERN KENTUCKY HEALTH DEPARTMENT  
JOB POSTING

CONTINUOUS POSTING

**EPIDEMIOLOGY MANAGER [Code: EPIMGR]**

Do you want to make your community a better place to live by preventing disease, promoting wellness and protecting against health threats? Are you excited about being part of a team focused on making a difference? Do you like new challenges? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The Epidemiology Unit of the Division of Population Health is accepting applications for a full-time (40+ hours/week) Epidemiology Manager to develop, to oversee epidemiology studies on the distribution and determinants of chronic and/or communicable diseases and other public health emergencies (epidemic, endemic and pandemic); devise and implement methods of surveillance, investigation and analysis of epidemiologic activity within the assigned region; provide data and information concerning corrective actions or programs to alleviate adverse health effects; plan, administer and evaluate health safety standards and programs that will preserve or promote public health; and perform related duties as required. This position will be based at our District office in Florence KY but may travel within our region. Usual work hours are M-F between 8:00 a.m. and 5:00 p.m. We could be waiting for YOU!

**Status:** Full-time exempt (paid weekly salary) merit system position  
**Classification:** Epidemiology Manager  
**Band:** 12  
**Starting Pay Rate:** \$1,571.34 - \$1,928.46/week (based on your years of directly-related paid experience)  
**Reports To:** Director of Population Health

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**Essential functions include, but are not limited to:**

- Oversees and assesses all epidemiology activity for assigned region.** (For the 8-county region encompassing the Northern Kentucky Health District and Three Rivers Health District: Oversees and assesses the collection of disease information/data. Oversees and assesses disease investigations. Oversees and assesses disease surveillance. Oversees and assesses syndromic surveillance as needed. Provides scientific, administrative, and program direction and leadership for assigned program units within the epidemiology unit. Acts as liaison between the Healthcare Providers, the Health Department and Kentucky Department for Public Health (KDPH). Directs the investigation of disease outbreak, communicable diseases, chronic illness conditions, disease risk factors, or other adverse health outcomes. Takes reports of communicable disease by phone as calls come in and initiates follow up according to established standards. Assists the epidemiology team with investigations as needed. Conducts field investigations during periods of unusual occurrence of disease as needed. Provides guidance to all staff regarding investigation, education and surveillance. Provides scientific, administrative, and program direction and leadership for assigned program units within the epidemiology department. Determines the adequacy and progress of work projects in epidemiology control.)
- Oversees, conducts, and analyzes studies of diseases.** (Oversees and conducts studies on diseases in various population groups. (Oversees and prepares, interprets and presents technical reports (evaluation, outbreak reports, etc.) Makes recommendations on interventions, preventative methods and treatments. Oversees and conducts disease and Syndromic surveillance. Oversees the design and management of surveillance systems for diseases of public health importance. Oversees the design of instruments for the collection of surveillance information and data. Reviews and prepares responses to requests for information. Develops and provides recommendations to high-ranking officials about the control of disease and injury problems based on the results of surveillance, field investigations, and laboratory tests and on available and acceptable methods of control.)

3. **Manages and contains outbreaks.** (Implements control measures for specific diseases. Assesses the need for prophylaxis for specific diseases. Notifies the State Epidemiologist or the appropriate KDPH staff of any suspected disease outbreak under investigation. Conducts field investigations during periods of unusual occurrence of disease as needed. Sets up or participates in epidemiology-related communicable disease response. Prophylaxis for communicable diseases are available based on established best practices or protocol. Ensure outbreak report, line list, and epi-curve are completed and sent to KDPH within 30 days of closure. Ensure foodborne and waterborne outbreaks are entered into NORS within 60 days of closure. Collaborates with pertinent NKY Health divisions, and/or other partners when conducting field investigations.)
4. **Oversees the training and readiness of self, staff, and public health professionals to respond to public health epidemiologic emergencies.** (Oversees participation in epidemiologic exercises/drills for assigned region. Participates in Health Department disaster planning and preparedness exercises. Oversees the Epidemiology Rapid Response Team (ERRT) for the assigned region. Participates in the ERRT for the Commonwealth of Kentucky. Remains current with epidemiology status around the state and obtains updates from KDPH. Attend conferences and trainings for Epi, including CASPER, CDC STD training, ESF-8 conference, EpiX notification drill, ensures staff receive appropriate training. Participate in conference calls, meetings and teleconferences.)
5. **Develops, implements, and monitors program plans and budgets for assigned programs.** (Develops, implements, and monitors program plans and budgets for assigned programs (Epidemiology, HIV Surveillance, Sexually Transmitted Disease (STD), etc.). Identifies, evaluates, and meets quality standards for continuously improving assigned programs. Develops, implements, and monitors performance measures that demonstrate program effectiveness. Reviews and conducts literature reviews and data analyses to evaluate program progress and effectiveness. Conducts internal audits, and performs budget-related activities for assigned programs.)
6. **Performs community outreach activities to raise awareness of assigned program(s).** (Coordinates internal and external team meetings by scheduling meetings/team activities, establishing agendas for meetings, and handling pertinent communications. Prepares and makes educational presentations for target groups and individuals. Prepares and distributes educational materials to community and healthcare facilities. Oversees the preparation of disease and outbreak information and the distribution to Healthcare Providers. Interfaces with the media as needed.)
7. **Supervises assigned staff.** (Interviews and makes hiring recommendation to fill staff and student vacancies in unit. Ensures direct report(s) have appropriate knowledge, skills, abilities and equipment to perform their duties. Ensures direct report(s) comply with policies and practices. Monitors staffing levels for assigned unit. Approves leave requests. Conducts performance evaluations. Updates job descriptions. Addresses performance/behavior issues. Reviews work of direct reports as necessary to ensure meeting desired outcomes and results. Meets with staff as appropriate. Recognizes staff's accomplishments/achievements.)
8. **Performs administrative functions.** (Represents Health Department. Collaborates with and advises other divisions/units in the Health Department. Prepares and monitors program budget and contracts. Works with Public Information to prepare and disseminate documents and other information.)
9. **Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)
10. **Performs other duties.** (Attends work as scheduled or uses approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned reports. Attends work as scheduled or uses approved leave.)

**Minimum Qualifications:**

Valid, Active Driver's License, reliable transportation, and one of the following:

- Master's degree in Epidemiology, Public Health, Biostatistics or closely related field from an accredited university/college plus 3 years of full-time responsible and directly related work experience, with 2 years supervisory experience in a community health or public health setting preferred.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

**Desired Qualifications:**

- Prior public health experience or experience in a similar role.

**To Apply:**

Please submit applications through CareerBuilder ONLY ([www.careerbuilder.com](http://www.careerbuilder.com)).

We're sorry but to be fair we have to discard paper applications, faxed applications, and emailed applications without considering them.

**If you apply now, we will consider you immediately.**

If you'd like to wait, we'll accept your application as long as the position is posted on CareerBuilder.

Please reference code EPIMGR on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – EPIMGR

**Please visit our website at [www.nkyhealth.org](http://www.nkyhealth.org) to  
view other opportunities to join our family.**

EEO/M/F/Vets/Disabled/LGBTQ+