

# Communicable Disease Investigator II-23060

(Competitive)

## DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for supervision and oversight of the Communicable Disease Investigators that provide disease intervention service to the STD Control Program. This position will oversee the day-to-day activities and responsibilities of Communicable Disease Investigators, including case assignments, pouch reviews, paperwork review and sign-off, interview audits and field visit audits. This position is also responsible for ensuring that Communicable Disease Investigators complete their cases in compliance with New York State Department of Health standards for content and timeframe adherence. General supervision is received from an administrative superior with leeway allowed for the exercise of independent judgment and initiative in carrying out the mandate of the New York State Department of Health Sexually Transmitted Disease Control Program or other Communicable Disease Programs regarding persons with or exposed to sexually transmitted diseases, including HIV/AIDS or other sensitive communicable diseases. Supervision is exercised over Communicable Disease Investigators and subordinate clerical employees. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Does related work as required.

## TYPICAL WORK ACTIVITIES

Compiles monthly and quarterly reports and compiles preliminary data and activities to be forwarded to the Bureau Director for finishing and submittal.

Provides training and oversight to new employees to ensure proper skill development and progress toward CDI competencies necessary for NYSDOH training and standards.

Acts as a liaison between NYSDOH central and regional office staff.

Prepares preliminary employee annual evaluations with assistance and input from the Bureau Director.

Develops and implements new pilot programs.

Develops and maintains collaborative relationships with area infectious disease medical professionals and programs.

Works with area Community Based Organizations to ensure that both medical and social services are available and to maximize available resources, such as support, counseling, housing, transportation and nutritional assistance.

Works with staff to maintain current information on individuals who are being sought.

Attends meetings and generates both verbal and written reports as required by the New York State Department of Health.

Develops new approaches for the purpose of engaging clients.

Assists the Bureau Director with grant progress reports, continued funding applications and applications for new funding opportunities.

Assists the Bureau Director in formulating public and Division policies.

Reads current materials and keeps abreast of any changes on sexually transmitted diseases, tuberculosis, other communicable diseases and infection control which is necessary to provide an effective communicable disease control program.

Participates in public health preparedness activities as trained and assigned.

Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.

#### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of transmitted diseases, including HIV/AIDS, TB and STDs.

Good knowledge of Bureau of Disease Control program policies and procedures.

Good knowledge of investigative techniques and procedures used in public health fieldwork.

Good knowledge of the general health laws covering communicable diseases.

Good knowledge of medical terminology related to the identification, treatment and prevention of communicable diseases, including sexually transmitted diseases and TB.

Working knowledge of the incidents of occurrence and social effects of any communicable diseases.

Ability to establish and maintain effective and cooperative relationships with employees and others.

Ability to understand and interpret written material and to prepare reports.

Ability to compile and organize clear, concise and accurate written and oral reports.

Initiative, resourcefulness, maturity, tact and good judgment.

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## MINIMUM QUALIFICATIONS

### Promotional:

Five years of permanent, competitive class status in the title of Communicable Disease Investigator.

### Open-Competitive:

A. Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree in a health-related field; or,

Five years of paraprofessional or professional level health related work experience, which must have included outreach\* experience that includes interacting with medical and social service agencies.

Note: Outreach experience is defined as providing educational materials, providing testing, or delivering information or services to clients in a community setting.

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