



Victoria County, TX

POSITION PROFILE

Position Title:	Epidemiologist	Effective Date:	May 2025
Department:	Health Department	Division:	Epidemiology
Accountable to:	Director of Public Health	Status:	Non-Exempt
Salary:	\$26.31 - \$34.36		

Primary Objectives

Performs difficult work conducting disease surveillance of various infectious diseases within the county to determine the distribution and potential risk factors for possible control. Carrying out outbreak investigation of various infectious diseases for possible control and prevention. Providing appropriate recommendations on the rate of infectious disease, possible risk factors and preventive measures. Employee will also consult with local health care providers regarding disease reporting and surveillance, reporting laws, and prevention and control measures for the Victoria County Public Health Department (VCPHD).

Supervision Received

Work involves setting policies and goals under the direction of the Director of Public Health.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

- Conducts epidemiologic case investigations and responds to disease outbreaks.
- Collects and analyzes epidemiologic data to detect trends, outbreaks, unusual occurrences, and other possible adverse public health events related to infectious disease.
- Develops and implements plans and strategies to improve timeliness and completeness of reporting, reduce reporting barriers, raise awareness of reporting laws and regulations, and improve the standardization of collected data elements necessary to assess, measure, and improve reporting and surveillance.
- Works to identify and promote awareness and understanding of current issues of concern and trends related to communicable disease.
- Builds and maintains collaborative relationships with a wide variety of epidemiology and surveillance partners including, but not limited to: infection control staff, physicians, laboratories, school nurses, regional communicable disease staff, and others involved in public or private healthcare.
- Other duties as assigned include, but are not limited to actively participating and/or serving in a supporting role to meet the agency's obligations for disaster response and/or recovery.
- Maintains appropriate levels of confidentiality during all investigations as well as assure and monitor the confidential treatment and transfer of confidential data provided by the Department of State Health Services (DSHS) and confidential data provided to DSHS.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

- Knowledge of contemporary principles of epidemiology.
- Knowledge of the rules, laws and regulations governing the control of notifiable conditions in Texas.
- Knowledge of evidence-based interventions and control measures in response to epidemiologic findings.
- Knowledge of data management and statistical methods.
- Knowledge of medical terminology and laboratory test interpretation.
- Knowledge of educational program development and implementation.
- Skill in writing and editing executive level, technical reports with a concentration in data analysis.
- Skill in creating questionnaires and abstracting data from hospital/medical records.
- Skill in communicating and informing stakeholders about infectious disease issues.
- Ability to interpret statistical data of epidemiologic and research data for analysis.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently, exercising sound judgment.

MINIMUM QUALIFICATIONS

- Master of Public Health (MPH) in Epidemiology or Master of Science in Nursing (MSN) with a focus in Community or Public Health Nursing.
- One to two years of experience working as an Epidemiologist is preferred.
- Valid Driver’s License and proof of automobile liability insurance.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Occasionally
Up to 100	Seldom or never

100 or more	Seldom or never
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Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.