

**COMMUNICABLE DISEASE CONTROL COORDINATOR I****NATURE OF WORK IN THIS CLASS:**

This is moderately complex professional work involved in the investigation, prevention, and control of communicable diseases or chronic diseases.

Employees in this class perform moderately complex professional work independently on an ongoing basis and participate in the full range of complex professional duties under closer supervision.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not cover all the duties which may be performed; any one position may not include all the duties listed).

Conducts field investigation to locate patients, contacts, and suspects of various communicable or chronic diseases; advises all such persons to obtain medical treatment required and the procedures to follow to prevent spread of disease.

Initiates the epidemiologic follow-up necessary to confirm the existence of a particular disease and the prevention of further cases.

Collects specimens for examinations under the direction of the attending physician.

Reviews and assesses all case follow-up activity forms and determines epidemiologic case closures after all contacts are located and brought to examination and treatment.

Provides technical information on communicable diseases, in conjunction with the CDCC Administrator, to anyone who may request.

Speaks before professional groups, college and high school classes, or any interested citizen organization on various communicable or chronic diseases and the prevention and control programs.

Recommends procedures and other program guidelines for the effective administration of assigned communicable or chronic disease control program.

Maintains an accurate and confidential medical record system for all communicable or chronic disease patients and contacts, and prepares required reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of the principles and practices relating to control, prevention, and treatment of communicable or chronic disease.

Ability to conduct field investigations necessary to locate patients, contacts, and suspects to various diseases.

Ability to make work decisions in accordance with program guidelines.

Ability to interpret and apply pertinent laws, regulations, procedures, and other program guidelines.

Ability to exercise sound judgement.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Graduation from a recognized college or university with Bachelor's degree in the health sciences or closely related fields; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**NECESSARY SPECIAL QUALIFICATION:**

Possession of a valid driver's license.

This standard revises and supersedes the Communicable Disease Control Coordinator I standard issued in January 1986.

Established: July 1980

Amended: March 1984  
January 1986  
May 1988

Pay Range: 36

  
NORMA J. AFLAGUE  
Executive Director  
Civil Service Commission