

COMMUNICABLE DISEASE CONTROL COORDINATOR III (SUPERVISOR)**NATURE OF WORK IN THIS CLASS:**

This is a supervisory communicable disease coordination, immunization or quarantine work.

Employees in this class supervise a unit performing a variety of complex duties in the immunization, investigation, prevention, control and treatment of communicable diseases.

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

Supervises a centralized immunization program, quarantine and/or a disease control program, including field work activities involved in locating and establishing cases of various communicable diseases or quarantinable disease importations.

Provides awareness to parents and public officials on childhood diseases and the local statute of immunization practices to prevent epidemics; assists private clinics and educational institutions to assess the patient/student immunization records.

Supervises the maintenance of records of cases and reporting system to ensure accurate collection of data for evaluation, operational and statistical analysis.

Coordinates plans, budget, and grant applications of all program activities.

Enforces adequate isolation and/or quarantine procedures of persons with communicable diseases.

Prepares amendments to regulations and procedures to incorporate the latest medical protocol recommended by the Federal Center for Disease Control.

Works with Communicable Disease Control Chief in establishing and updating program operations in communicable disease projects.

Coordinates treatment regime, referral procedures and other outside consultation services.

Conducts meetings and training sessions for public health department personnel, school health counselors and allied health professionals in communicable disease and immunization matters and in methods, procedures and disease control techniques.

Prepares statistical and technical reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

Knowledge of the methods and the techniques of detecting various communicable diseases.

Ability to prepare operational plans, budget and grant applications.

Ability to coordinate and implement an assigned unit.

Ability to supervise the work of others.

Ability to make work decisions in accordance with program guidelines.

Ability to apply pertinent laws, regulations, policies, procedures, and other guidelines governing a specific program.

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.

Skills in the operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

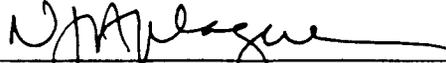
- (a) Three years of experience in communicable disease control or related work and graduation from a recognized college or university with a Bachelor's Degree in the health sciences or closely related fields; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license.

PAY RANGE: 49

ESTABLISHED: May, 1988



NORMA J. AFLAGUE
Executive Director
Civil Service Commission