



Classification Specification
Bargaining Unit: General Unit
Revised and Title Changed: 11/25/2016

PUBLIC HEALTH INVESTIGATOR TRAINEE

Title Code: 4700GE

DEFINITION

Under supervision, to learn how to interview and investigate communicable disease patients; to learn the symptoms, prevention, diagnosis, development and treatment of communicable diseases; to assist in providing information and education in the disease control program; and to perform related work as required.

The Public Health Investigator series includes the following:

Public Health Investigator Trainee (4700GE)
Public Health Investigator (4701GE)
Senior Public Health Investigator (4703GE)

CLASS CHARACTERISTICS

This is the entry level classification in the Public Health Investigator occupational series. Incumbents in this class will be trained to interview, investigate and educate patients and the public in the prevention, diagnosis and treatment of communicable diseases. Incumbents will assist Senior Public Health Investigators or Public Health Investigators in the more complex work and will be subject to frequent and detailed review which will lessen as they become more experienced. Incumbents are expected to show increasing initiative and independence in performing related duties and are expected to be ready to promote to Public Health Investigator after one year. Incumbents who have not been promoted prior to the end of the probationary period will not pass probation. Positions are not budgeted at this level, and there is no permanent status in this class.

EXAMPLES OF DUTIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.

1. Learns about methods of transmission, symptoms, diagnosis, diagnostic tests, development and treatment of communicable diseases; learns Public Health laws and regulations relating to the control of communicable diseases.
2. Learns to interview and investigate patients and other persons who may be sources or contacts to communicable diseases, and learns to effectively encourage compliance to Public Health laws and recommendations.

3. Learns to conduct field investigations and to trace suspected communicable disease contacts using information from patients, acquaintances, public authorities, and all other available means; learns to tactfully interview and counsel contacts.
4. Learns to effectively communicate with physicians to encourage case reporting, gather information to contact patients diagnosed with communicable diseases, and to locate patient contacts.
5. Assists in contacting and encouraging laboratories and medical providers to report reactive tests to the Health Department.
6. Assists in providing information and education in the communicable disease control program.
7. Maintains records and learns to write technical case reports and summaries.

MINIMUM QUALIFICATIONS

Some Knowledge of

- Written and oral communication for gathering, evaluating, and presenting information to individuals and groups
- A variety of social-economic conditions and their effect on community and human behavior

Ability to

- Learn how to perform diagnostic tests for communicable diseases
- Learn the methods of transmission, symptoms, diagnosis, development and treatment of communicable diseases
- Learn interviewing techniques to extract information in a tactful manner
- Work with persons from various social-economic groups
- Prepare and maintain confidential records and reports
- Understand and identify medical facts in reporting communicable disease cases
- For certain assignments, may be required to speak a language other than English
- Use a County-approved means of transportation to travel to field sites

Education and Experience

Experience and/or education which demonstrate the required knowledge and abilities listed above.

A high school diploma or equivalent.

License/Certification

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel.

Incumbents in the HIV and STD program are required to complete HIV Testing and Counseling Certification within six (6) months of employment and are required to maintain this certification through participation in employer provided trainings for the duration of employment in this class.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Vision sufficient to read standard text, read a computer monitor and to drive; speak and hear well enough to communicate clearly and understandably in person, over the telephone and in small groups; independent body mobility to stand, sit, walk, stoop, and bend to access a standard office environment; manual dexterity to use hands, arms and shoulders repetitively to operate a keyboard, to write and drive a vehicle. Will be required to interact with clients/patients in emotional and occasionally hostile situations.

Environmental and Working Conditions

Work is commonly performed in an indoor climate controlled office environment. However, field work in the course of case investigations may expose incumbents to higher noise levels, dust, and/or unpleasant odors. Travel to other locations or field sites will be required routinely. May have contact with patients infected with communicable diseases (chickenpox, influenza, measles, sexually transmitted diseases, tuberculosis, etc.)

CLASS HISTORY

Revised: 05/28/1982
Established: 03/27/1973



Classification Specification
Bargaining Unit: General Unit
Revised and Title Changed: 11/25/2016

PUBLIC HEALTH INVESTIGATOR

Title Code: 4701GE

DEFINITION

Under general supervision, to interview communicable disease patients; to investigate potential sources of communicable disease and gain compliance to Public Health laws and recommendations; to instruct others on the prevention, diagnosis and treatment of communicable diseases; and to perform related work as required.

The Public Health Investigator series includes the following:

Public Health Investigator Trainee (4700GE)
Public Health Investigator (4701GE)
Senior Public Health Investigator (4703GE)

CLASS CHARACTERISTICS

This is the journey level classification in the Public Health Investigator occupational series. Incumbents are expected to work with minimal direction independently and as part of a team and may serve as a mentor/trainer to Public Health Investigator Trainees. This class is distinguished from the higher class, Senior Public Health Investigator, in that the latter conducts the more difficult and complex investigations and may serve in a lead role to other Public Health Investigator and Public Health Investigator Trainee staff.

EXAMPLES OF DUTIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.

1. Interviews and investigates patients and other persons who may be sources or contacts to communicable diseases and encourages compliance to Public Health laws and recommendations.
2. Conducts field investigations and traces suspected communicable disease contacts using information from patients, acquaintances, public authorities, and all other available means; refers contacts to a diagnostic facility for examination and/or treatment; tactfully interviews and counsels contacts.
3. Visits physicians to stimulate case reporting, gather information, contact patients diagnosed with communicable diseases, locate patient contacts, and obtain information on treated cases.

Provide information to physicians on current diagnostic and treatment techniques and contemporary communicable disease situations.

4. Contacts and gains cooperation of laboratories and medical providers to insure the reporting of reactive tests to the Health Department on a continuing basis.
5. Performs a variety of informational and educational activities involved in the communicable disease control program.
6. Maintains records and writes case reports.
7. May provide training/instruction to Public Health Investigator Trainees.

MINIMUM QUALIFICATIONS

General Knowledge of

- Methods of transmission, symptoms, diagnosis, development and treatment of communicable diseases
- Diagnostic tests for communicable diseases
- A variety of socio-economic conditions and their effect on community and human behavior
- Public Health laws and regulations relating to the control of communicable diseases
- Interviewing techniques to extract information in a tactful manner
- Written and oral communications for gathering, evaluating and presenting information to individuals and groups

Ability to

- Prepare and maintain confidential records and reports of communicable disease cases
- Understand and identify medical facts in reporting communicable disease cases
- Work cooperatively with persons from various social-economic groups, private physicians and other staff in the investigation of communicable diseases
- Perform diagnostic tests for communicable diseases
- For certain assignments, may be required to speak a language other than English
- Use a County-approved means of transportation to travel to field sites

Education and Experience

Option 1

One year of experience as a Public Health Investigator Trainee with the County of Orange.

Option 2

A bachelor's degree from an accredited U.S college or university, or a certified foreign studies equivalency in a health, behavioral, social, natural science, or a closely related field AND one year of experience performing communicable disease investigations in a Public Health Department.

Option 3

Two years of experience performing communicable disease investigations in a Public Health Department.

License/Certification

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel.

Incumbents in the HIV and STD program are required to complete HIV Testing and Counseling Certification within six (6) months of employment and are required to maintain this certification through participation in employer provided trainings for the duration of employment in this class.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Vision sufficient to read standard text, read a computer monitor and to drive; speak and hear well enough to communicate clearly and understandably in person, over the telephone and in small groups; independent body mobility to stand, sit, walk, stoop, and bend to access a standard office environment; manual dexterity to use hands, arms and shoulders repetitively to operate a keyboard, to write and drive a vehicle. Will be required to interact with clients/patients in emotional and occasionally hostile situations.

Environmental and Working Conditions

Work is commonly performed in an indoor climate controlled office environment. However, field work in the course of case investigations may expose incumbents to higher noise levels, dust and/or unpleasant odors. Travel to other locations or field sites will be required routinely. May have contact with patients infected with communicable diseases (chickenpox, influenza, measles, sexually transmitted diseases, tuberculosis, etc.)

CLASS HISTORY

Revised: 05/28/1982

Revised: 03/27/1973

Established: October 1968



Classification Specification
Bargaining Unit: General Unit
Revised and Title Changed: 11/25/2016

SENIOR PUBLIC HEALTH INVESTIGATOR

Title Code: 4703GE

DEFINITION

Under minimal supervision, to interview patients with the most complex communicable diseases/cases; to investigate potential sources of communicable disease and gain compliance to Public Health laws and recommendations; to instruct others on the prevention, diagnosis and treatment of communicable diseases; to perform quality assurance activities; to mentor and train others; and to perform related work as required.

The Public Health Investigator series includes the following:

Public Health Investigator Trainee (4700GE)
Public Health Investigator (4701GE)
Senior Public Health Investigator (4703GE)

CLASS CHARACTERISTICS

This is the advanced journey level classification in the Public Health Investigator occupational series. Incumbents are expected to work with limited supervision and a high degree of independence. This class is distinguished from the journey-level class, Public Health Investigator, by responsibility for more complex investigations involving extensive analysis and research, program quality assurance activities, or by the performance of technical guidance, training, and mentoring to other Public Health Investigator and Public Health Investigator Trainee staff.

EXAMPLES OF DUTIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.

1. Provides training and mentoring to Public Health Investigator Trainees and Public Health Investigators under the direction of the supervisor; provides technical guidance for complex cases.
2. Manages the most complex diseases/cases; conducts quality assurance activities within a unit of Public Health Investigators.
3. Interviews and investigates patients and other persons who may be sources or contacts to communicable diseases and encourages compliance to Public Health laws and recommendations.
4. Conducts field investigations and traces suspected communicable disease contacts using

information from patients, acquaintances, public authorities and all other available means; refers contacts to a diagnostic facility for examination and/or treatment; tactfully interviews and counsels contacts.

5. Visits physicians to stimulate case reporting, gather information, contact patients diagnosed with communicable diseases, locate patient contacts and obtain information on treated cases. Provide information to physicians on current diagnostic and treatment techniques and contemporary communicable disease situations.
6. Contacts and gains cooperation of laboratories and medical providers to insure the reporting of reactive tests to the Health Department on a continuing basis.
7. Performs a variety of informational and educational activities involved in the communicable disease control program.
8. Maintains records and writes case reports.

MINIMUM QUALIFICATIONS

Thorough Knowledge of

- Methods of transmission, symptoms, diagnosis, development and treatment of communicable diseases
- Diagnostic tests for communicable diseases
- A variety of socio-economic conditions and their effect on community and human behavior
- Public Health laws and regulations relating to the control of communicable diseases
- Interviewing techniques to extract information in a tactful manner
- Written and oral communications for gathering, evaluating and presenting information to individuals and groups

Ability to

- Mentor, train and provide technical guidance to a unit of Public Health Investigators
- Conduct quality assurance activities for a unit of Public Health Investigators
- Prepare and maintain confidential records and reports of communicable disease cases
- Understand and identify medical facts in reporting communicable disease cases
- Work cooperatively with persons from various social-economic groups, private physicians and other staff in the investigation of communicable diseases
- Perform diagnostic tests for communicable diseases
- For certain assignments, may be required to speak a language other than English
- Use a County-approved means of transportation to travel to field sites

Education and Experience

Option 1

One year of experience as a Public Health Investigator with the County of Orange.

Option 2

A bachelor's degree from an accredited U.S college or university, or a certified foreign studies equivalency in a health, behavioral, social, natural science, or a closely related field AND two years of experience performing communicable disease investigations in a Public Health Department.

Option 3

Four years of experience performing communicable disease investigations in a Public Health Department.

License/Certification

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel.

Incumbents in the HIV and STD program are required to complete HIV Testing and Counseling Certification within six (6) months of employment and are required to maintain this certification through participation in employer provided trainings for the duration of employment in this class.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Vision sufficient to read standard text, read a computer monitor and to drive; speak and hear well enough to communicate clearly and understandably in person, over the telephone and in small groups; independent body mobility to stand, sit, walk, stoop, and bend to access a standard office environment; manual dexterity to use hands, arms and shoulders repetitively to operate a keyboard, to write and drive a vehicle. Will be required to interact with clients/patients in emotional and occasionally hostile situations.

Environmental and Working Conditions

Work is commonly performed in an indoor climate controlled office environment. However, field work in the course of case investigations may expose incumbents to higher noise levels, dust, and/or unpleasant odors. Travel to other locations or field sites will be required routinely. May have contact with patients infected with communicable diseases (chickenpox, influenza, measles, sexually transmitted diseases, tuberculosis, etc.)

CLASS HISTORY

Established: 05/28/1982