

EPIDEMIOLOGIST

Milwaukee Health Department

NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

The Milwaukee Health Department is a leader in assuring that Milwaukee is the healthiest city in the nation.

PURPOSE: The Data Manager/Epidemiologist is responsible for the acquisition, analysis, and interpretation of data as well as for planning, developing, implementing, and evaluating data systems for the City of Milwaukee Health Department. The person in this position provides data management and basic data analyses to be utilized in program evaluation and public health research, both internal to the Milwaukee Health Department (MHD) and with certain community and academic partners. The functions of the Epidemiologist also include epidemiology surveillance, coordination of surveillance systems, other epidemiologic functions, and communication activities.

ESSENTIAL TASKS:

- Utilize data analysis systems, such as PowerPivot and Analysis Services in SharePoint, to correlate, integrate, analyze, and interpret various types of information from MHD activities, including preparing reports, charts, tables, and graphs for internal and external stakeholder activities.
- Manage sensitive health databases in an SQL Server environment, including overseeing the collection, cleansing, storing, and maintaining data from multiple sources across different platforms.
- Work with UW-Milwaukee School of Public Health faculty and staff to conduct research and provide student training opportunities.
- Perform other duties as assigned by the Public Health Research and Policy Director.

CONDITIONS OF EMPLOYMENT: The person in this position must be willing and able to do the following:

- 1) travel outside the City of Milwaukee, including occasional overnight travel,
- 2) wear a respirator,
- 3) carry a pager, cellular phone, BlackBerry®, or similar device during business hours, and
- 4) participate on a 24-hour emergency on-call rotation schedule (*including weekends*).

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Master's Degree in biostatistics, epidemiology, public policy, public health, or a related field from an accredited college or university.
 - **NOTE:** *College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box EPID, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Only applications with transcripts will be considered; applications without transcripts will be rejected.*
2. Two years of experience in health-related database management performing duties related to this position.
 - *Equivalent combinations of education and experience may be considered.*
3. Valid driver's license at time of appointment and throughout employment. Availability of a properly-insured vehicle for use on the job (*automobile allowance provided*).

4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of epidemiology and related methods of public health research and practice.
- Knowledge of mathematical and statistical concepts (probability and statistical inference, linear and logistic regression, and non-parametric survival analysis); ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to comprehend complex information presented in mathematical or diagram form and assimilate abstract and concrete variables.
- Ability to read and interpret professional journals, technical procedures, and government regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to analyze and solve problems by collecting data, establishing facts, and drawing valid conclusions.
- Proficiency with SQL, SPSS, SharePoint, geographic information systems (GIS), Microsoft Access, Excel, and Word, and the Internet.
- Ability to effectively disseminate results, present information, and respond to questions from groups of managers, clients, customers, and the general public, including the ability to explain technical concepts to lay audiences.
- Ability to build and maintain effective working relationships with a multi-cultural and multi-disciplinary staff, other agencies, and the public.
- Ability to plan, organize, and accomplish work, manage multiple assignments simultaneously, and meet deadlines.
- Ability to provide services in a culturally sensitive manner and to maintain confidentiality.
- Ability to wear a respirator.

THE CURRENT PAY RANGE (1FX) IS: \$60,809.06 to \$85,129.46 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **August 24, 2012**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.