

EPIDEMIOLOGIST

Recruitment #1805-5008-001

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	6/7/2018 4:55:00 PM
Filing Deadline	6/28/2018 11:59:00 PM
HR Analyst	Nola Nelson

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

PURPOSE

The Family and Community Health (FCH) Epidemiologist works within a division of 13 public health programs focused on improving the health and well-being of men, women, infants, children, young adults, and families.

ESSENTIAL FUNCTIONS

Data Analysis, Evaluation, and Communication

- Develop infrastructure to provide data for all Maternal and Child Health (MCH) populations.
- Acquire, analyze, and interpret data as well as plan, develop, implement, and evaluate data systems for the FCH Division within the Milwaukee Health Department (MHD).
- Develop and implement an effective system of data-driven program evaluation.
- Serve as the project lead/principal investigator in designing and implementing studies.

- Coordinate data collection and analysis for various grants, and assist in writing grants.
- Provide technical assistance and develop communication strategies related to data to internal staff and external stakeholders.

Database Design and Management

- Manage existing sensitive health databases, and oversee the collection, cleansing, storing, and maintenance of data from multiple sources across different platforms.
- Provide data management and basic data analyses to be used in program evaluation and public health research, both internal to the MHD and with community and academic partners.
- Design databases for programs.
- Manage FCH dashboard, and ensure proper entry of all program data.
- Serve as Local Organization Administrator (LOA) for the Secure Public Health Electronic Record Environment (SPHERE) data base, including providing employee access and responding to requests from program managers and coordinators.

Vital Statistics and FIMR Program Supervision and Administration

- Hire, train, support, supervise, and evaluate the Fetal Infant Mortality Review (FIMR) manager and Vital Statistics manager and staff, and oversee operations of both programs.
- Monitor and approve time for Vital Statistics staff and FIMR Manager.
- Oversee employee performance, conduct performance evaluations, enforce accountability and discipline, and implement efforts to build morale in order to improve performance.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

- The unique nature of the Epidemiologist position necessitates that he or she must work variable hours as required to meet the needs of the department.
- Travel outside the City of Milwaukee, occasionally overnight, for training purposes or for participating in meetings representing the City.
- Carry a mobile device during business hours.
- Ability to lift and move up to 25 lbs.

MINIMUM REQUIREMENTS

1. Master's degree in biostatistics, epidemiology, public health, or a related field from an accredited college or university.
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).

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of epidemiology and related methods of public health research and practice.
- Knowledge of mathematical and statistical concepts.
- Ability to read and interpret work-related documents.
- Ability to effectively disseminate results, present information, and respond to questions from 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 provide services in a culturally sensitive manner and maintain confidentiality.
- Ability to work cooperatively, effectively, and fairly with coworkers and citizens whose background may differ from one's own.

- Ability to plan, organize, and accomplish work, manage multiple assignments simultaneously, and meet deadlines, as well as attention to detail.
- Analytical and problem-solving skills.
- Decision-making skills and sound judgment.
- Ability to write reports and business correspondence.
- Ability to use and/or learn Microsoft Word, Excel, and Access, the Internet, SPSS, SQL, SharePoint, and geographic information systems (GIS).
- Commitment to stay abreast of current practices in epidemiology.

CURRENT SALARY

The current salary range (PG 1FX) for City of Milwaukee residents is \$62,338-\$87,270 annually, and the non-resident salary range is **\$60,809-\$85,129**. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/der/Benefits-2018#.WgYyqE2ovAA>.

SELECTION PROCESS

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.

INITIAL FILING DATE - The examination will be held as soon as practical after **Thursday, June 28, 2018**. 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. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

APPLICATION INSTRUCTIONS

- APPLICATIONS and further information may be accessed by visiting www.jobaps.com/MIL.
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO = 104

"The City of Milwaukee values and encourages diversity and is an equal opportunity employer."