

EPIDEMIOLOGIST, *Family & Community Health*

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 Epidemiologist-Family and Community Health works within a division of 13 programs focused on improving the health and well-being of men, women, infants, children, young adults, and families. The person in this position is responsible for the acquisition, analysis, and interpretation of data as well as the planning, development, implementation, and evaluation of data systems for the Family and Community Health Division within the Milwaukee Health Department (MHD). The Epidemiologist-Family and Community Health provides 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. Additional functions include surveillance, coordination of surveillance systems, other epidemiologic functions, and communication activities.

ESSENTIAL FUNCTIONS:

- Develop infrastructure to provide data for all Maternal and Child Health (MCH) populations.
- Develop and implement an effective system of data-driven program evaluation.
- Serve as the project lead/principal investigator in designing and implementing studies.
- Manage existing sensitive health databases, including overseeing the collection and cleansing, storing, and maintenance of data from multiple sources across different platforms.
- 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.

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

- 1) travel outside the City of Milwaukee, including occasional overnight travel,
- 2) carry a pager or mobile phone during business hours, and
- 3) 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 health, or a related field from an accredited college or university. **IMPORTANT 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 EPI-FCH, 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*).

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of epidemiology and related methods of public health research and practice.

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- 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 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 provide services in a culturally sensitive manner and maintain confidentiality.
- 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.

SALARY: The current starting salary (PG 1FX) is \$61,721 annually for City of Milwaukee residents. The non-resident starting salary is \$60,809 annually. Appointment above the minimum is possible.

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 **December 13, 2013**. 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.

- **NOTE:** The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact 414.286.3751.

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.

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