



PLEASE POST

TRANSFER/PROMOTIONAL OPPORTUNITY



EPIDEMIOLOGIST

Milwaukee Health Department

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 FUNCTIONS:

- 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. Current status and at least three months of experience as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position.
2. Master's Degree in biostatistics, epidemiology, public policy, public health, or a related field from an accredited college or university.
3. Two years of experience in health-related database management performing duties related to this position.

Equivalent combinations of education and experience may be considered.

4. 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.

Epidemiologist

- 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 SALARY RANGE (1FX) is: \$60,809.06 to \$85,129.46 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments; a written test, an interview; or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE:

- Applications may be obtained from the Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202, by calling 286-3751, or by visiting www.milwaukee.gov/jobs.
- Applications should be returned to: **Judith Zemke, Interim Health Personnel Officer, Milwaukee Health Department, 841 N Broadway, 3rd floor, Milwaukee, WI 53202**, by **July 27, 2012**. *Receipt of applications may be discontinued any time after that date.*

The Milwaukee Health Department values and encourages diversity and is an Equal Opportunity employer.

#12-074TR—MMC (AK)

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