

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH0726538

Date Posted: 05/07/12

POSITION NO: 2 4 2 5 9 5

Closing Date: OUF

CLASS CODE: 3 9 1 1

POSITION TITLE: Epidemiologist

DEPARTMENT NAME: Department of Behavioral Health Services/Navajo Division of Health

DEPARTMENT NO: 72 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: S68A

Days: 5

Permanent:

SALARY:

Hours: 40

Temporary:

Duration: \_\_\_\_\_ \$ 61,505.60 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 29.57 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provides guidance and direction to staff involved in epidemiological investigation and disease surveillance; plan, develop, organize, and investigate diseases, risk factors and other adverse health outcomes using epidemiological methods; determine appropriate methods to investigate disease outbreaks and to develop disease surveillance systems; prepare specialized or complex reports, surveys and data analyses; ensure strategic plans, mission and values are communicated and integrated into program goals, objectives, work plans, and services. Provide technical assistance and/or conduct infectious disease outbreak investigations, including but not limited to gathering information and/or biological specimens; write detailed reports of investigations, outlining methods, procedures, events, activities, and results and making relevant recommendations; determine disease incidence and prevalence; evaluate measures to control disease outbreaks, including chronic disease, environmentally-caused diseases, injuries, and disability. Maintain contact with tribal, federal, state, and county agencies and potential funding sources as potential partners or collaborators in relevant projects or activities; communicate with public health, medical and other professionals to encourage proper reporting and sharing of data regarding disease, injuries, and other adverse conditions, communicate with health care providers, social services, officials, and media; assist in preparation of budgets, policies, procedures, resolutions and etc.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Master's degree in Epidemiology, Public Health, or Health Care Administration; and

**Experience:**

two (02) years of experience in epidemiologic investigations or public health programs.

*(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of principles and practices of epidemiology; control and prevention of disease; disease surveillances; medical methods and practices used in control of a variety of diseases; prepare scientific research reports; statistical software analysis, program and data management. Skill in conducting scientific studies and investigations; analyzing and evaluating a wide variety of technical epidemiological data; planning, implementing and coordinating various research studies; verbal and written communications.

**License/Certification Requirements:**

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*