

**Walla Walla County  
Position Description**

**JOB TITLE:** Temporary Epidemiologist

**DEPARTMENT:** Department of Community Health

**REPORTS TO:** Division Manager, Health Communities

**PAY GRADE:** 5; Part-time to Full-time (20-40 hours /week); Temporary, not to exceed past December 31, 2021

**JOB SUMMARY:** Perform COVID disease surveillance and reporting capacity within Walla Walla County. The position requires the capacity to clearly present complex epidemiological information in a form that can be understood by a wide variety of audiences.

**SUPERVISORY RESPONSIBILITIES:** N/A

**ESSENTIAL FUNCTIONS:**

- Produce routine daily and weekly COVID reports.
- Analyze COVID data to respond to questions.
- Evaluate and analyze data for Roadmap to Recovery metrics.
- Compose clear and effective written materials for professional and lay audiences on COVID issues.

**EXAMPLES OF DUTIES:**

- Maintain daily COVID statistics for county.
- Reconcile COVID related county deaths to State Department of Health.
- Maintain county metrics used for Roadmap to Recovery. Analyze trends inform management of emerging situations.
- Maintain COVID vaccine clinic data.
- Contact tracing/disease investigation.

**EQUIPMENT TO BE USED** General office equipment, including computers, printers, fax machines, postal meter, copiers, 10-key calculators, laptop or computer workstation and related software, multi-line phone systems, voice mail, email, and cell phones.

**WORKING ENVIRONMENT/PHYSICAL ABILITIES:** The working environment includes activities in multiple department venues. Physical abilities required for this position are ones typically related to office and field operations, sitting, standing, bending, reaching, and lifting up to twenty (20) pounds. Manual dexterity and visual acuity to operate computers, other office equipment, accessing file cabinets both on and off site, and sufficient hearing and speech ability to communicate verbally, and the ability to drive a motor vehicle.

**KNOWLEDGE AND ABILITIES:**

- Broad knowledge of principles, practices, current developments, and techniques related to the occurrence, control, and prevention of infectious and chronic diseases.
- Broad knowledge of the principles and practices of public health.
- Broad knowledge of the principles and techniques used in investigation of disease outbreaks.

- Ability to interpret health data.
- Ability to gather, organize and present facts and statistical data in a clear, concise, and logical manner, both orally and in writing.
- Ability to work in Windows computing environment.
- Ability to exercise initiative, tact, discretion, and judgment in carrying out work.
- Ability to maintain effective working relationships with staff, other health district/departments, colleagues, public and private officials and community groups, and the general public.

**EDUCATION, EXPERIENCE AND TRAINING:**

- Bachelor's Degree from an accredited college or university in Social Services, Public Health, Health Education, or other closely related field preferred. Will consider a third- or fourth-year student from an accredited college with extensive coursework in Social Services, Public Health, Health Education, or a closely related field, OR a combination of education, training and experience which would provide the desired knowledge, skills, and training to meet the requirements for the position.

**LICENSES AND OTHER REQUIREMENTS:**

- This individual **MUST NOT** use tobacco in any form or smoke "electronic cigarettes".
- Maintain the principles of confidentiality.
- Maintain a current driver's license.
- Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT**