



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 - 877-795-0646 - www.nchd.org

JOB DESCRIPTION

JOB TITLE: Epidemiologist/Data Analyst

UPDATED: 08.17.2020

Full Time, Exempt

GENERAL STATEMENT OF DUTIES:

An Epidemiologist will contribute to the data collection, management, analysis, and interpretation in order to reduce the spread of COVID-19 in the Northeast Colorado Health District.

SUPERVISOR | DEPARTMENT

Community Response Team Leader | Client Health Services

LOCATION:

- Logan County Office, Morgan County Office, Yuma County Office, or Hybrid Telework/Onsite
- Specific requirements must be met to qualify for teleworking such as a private working space and high speed internet, etc.

PRIMARY DUTIES:

Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class. The Northeast Colorado Health Department retains the right to modify or change the duties or essential and additional functions of the job at any time.

An Epidemiologist will be making an impact at NCHD and in the community through the following activities:

- Manage the COVID-19 case and contact database (CEDRS)
- Review all entered data to ensure quality and completeness
- Train database users in quality data entry
- Identify and implement efficiencies in data management
- Provide daily data analysis for state and county level reports
- Provide special data analyses and reports as requested
- Collaborate with other epidemiologists to identify and address data management and analysis needs
- Assist with maintaining accurate data on the organization's website.
- Prepare regular publications for key decision makers, such as elected officials and the Board of Health.

QUALIFICATIONS

A successful Epidemiologist will have the following traits and abilities:

- Incredible work ethic and passion for community health.
- Ability to speak, read, and write English; Spanish or other languages highly desired
 - Bilingual Incentive: NCHD compensates bilingual employees with an additional salary stipend to recognize the value it brings to our operations.
- Ability to handle confidential information with discretion and professionalism.



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 - 877-795-0646 - www.nchd.org

- Excellent organizational and communication skills with ability to turn technical data into easy to understand information.
- Excellent computer skills, including Microsoft Office, Tableau, word processing, spreadsheets, and databases.
- Bachelor's degree or Master's degree from an accredited college or university in public health, biostatistics, statistics, or related field. Relevant experience may be considered in lieu of education.
- 2 years of experience in public health, data collection, database management or related field preferred. Experience can include volunteer or internship experience.
- Must possess a valid driver's license and have access to dependable transportation readily available for business use.

WORKING ENVIRONMENT:

- Activities involve standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying, transferring objects, reaching, pushing and pulling.
- Stairs are present in many offices.
- The climate and/or temperature may not be comfortable at times.
- Office equipment will be used including calculators, copy machines, telephones, keyboards and computers. Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking.
- Travel is expected of all staff throughout the 6 county region (Logan, Morgan, Phillips, Sedgwick, Washington and Yuma).

DRUG-FREE WORKPLACE STATEMENT

The Northeast Colorado Health Department is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state and local laws and values that promote employee participation in the delivery of quality services to and on behalf of the community.

EQUITY IN THE WORKPLACE

NCHD celebrates diversity in the workforce. We welcome applicants of all ages, ethnicities, genders, sexual orientations, and religions.

HIPAA STATEMENT

Employees are required to maintain sensitive and confidential client information according to the HIPAA policy.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employees are required to complete emergency response training, exercises, and drills to prepare for a public health emergency. Employees required to support public health emergencies, incidents and events.

OTHER

The Epidemiologist position is a full-time position funded by grants for 30 months. While there is no guarantee of continued employment if funding is discontinued, NCHD will attempt to place the affected employee in a position of equal responsibility and wage, if a position is open and available.