



State of Louisiana  
**Public Health Epidemiologist Manager**

<b>SALARY</b>	\$31.51 - \$56.73 Hourly \$5,462.00 - \$9,833.00 Monthly	<b>LOCATION</b>	New Orleans, LA
<b>JOB TYPE</b>	Classified	<b>JOB NUMBER</b>	OPH/CG/188673
<b>DEPARTMENT</b>	LDH-Office of Public Health	<b>OPENING DATE</b>	01/09/2024
<b>CLOSING DATE</b>	2/8/2024 11:59 PM Central		

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### Supplemental Information



This position is located within the Louisiana Department of Health / Office of Public Health / Bureau of Infectious Diseases – STD/HIV/Hepatitis Program / Orleans Parish

**Announcement Number: OPH/CG/188673**

**Cost Center: 3262107642**

**Position Number(s): 503688605**

This vacancy is being announced as a Classified position and will be filled as a Probationary appointment

**No Civil Service test score** is required in order to be considered for this vacancy.

This management position provides supervision and oversight to the unit responsible for monitoring the surveillance activities related to STI, HIV, and viral Hepatitis in Louisiana. This position will coordinate all statewide surveillance activities, including: Enhanced Perinatal Surveillance (approximately 150 case annually requiring longitudinal follow-up); HIV Surveillance; Molecular and Outbreak Response Surveillance; STI Surveillance including Syphilis, Gonorrhea and Chlamydia (2,500 syphilis, 15,000 gonorrhea, 36,000 chlamydia cases per year); case management and case review of Congenital Syphilis (40-115 cases a year); Viral Hepatitis Surveillance (over 11,000 cases per year); data management of STI, HIV and Hepatitis (including laboratory surveillance and electronic laboratory reporting - over 500,000 labs reported per year); special surveillance studies and activities; analysis and dissemination of data; and evaluation of surveillance activities and systems. The data generated by these activities are used to meet the Centers for Disease Control and Prevention's reporting requirements, and are used to plan and evaluate STI/HIV/Hepatitis prevention activities, as well as plan for health care resources needed for HIV infected individuals and persons who require curative treatment for STIs

and HCV. This manager is also responsible for ensuring the confidentiality of STI, HIV, and Hepatitis surveillance information; facilitating communication between the health department and reporting sources; maintaining linkages to other public health programs, including routine matches with other registries; and interpreting, presenting, and disseminating surveillance information.

## JOB DUTIES AND RESPONSIBILITIES

### **Surveillance Management (30%)**

- 1) Provide administrative and programmatic oversight for all STI, HIV, and viral hepatitis surveillance data activities
- 2) Prepare grant proposals and monitor grant activities
- 3) Manage complex databases, ensure all data are electronically imported or manually entered, conduct quality assurance activities of data, develop and disseminate data reports, write data management and dissemination procedures, and collaborate with Information Technology staff to ensure that all data hardware and software systems are maintained for efficient operations and that all data are protected in a secure environment for confidentiality purposes.
- 4) Oversee the preparation, review and dissemination of surveillance data, publications and reporting including: STI/HIV statewide annual report, Viral Hepatitis statewide annual report; regional and statewide fact sheets; Ending the HIV Epidemic (EHE) funded jurisdiction data; monthly and quarterly summary statistics; materials for legislators, special events, and the media; data used for program planning and evaluation; and requests for information from the medical and public health communities and from the general public.
- 5) Present epidemiological data to program work groups, community groups, local agencies, at national meetings, and to legislators.

### **Administrative Duties/Responsibilities (30%)**

- 1) Participate in the STD/HIV/Hepatitis (SHHP) management meetings and programmatic meetings in which overall program goals are developed, evaluated, and resources allocated as needed; evaluate epidemiological data to develop policies and programs, based on current surveillance data; provide support to SHHP Director and Deputy Directors in the overall coordination of SHHP activities and responsibilities.
- 2) Develop and monitor budgets of state and federal resources that maintain the STD/HIV/Hepatitis surveillance program.
- 3) Delegate tasks to designated staff appropriately.
- 4) Attend and participate in relevant public health related meetings for local government bodies, civic organizations, national organizations, and other groups to serve as an epidemiological advisor.
- 5) Participate in appropriate activities associates with the Council of State and Territorial Epidemiologists (CSTE), the National Alliance of State and Territorial AIDS Directors (NASTAD), and the National Council of STD Directors (NCSD), to help develop coordinated responses to monitoring the STI, HIV, and viral Hepatitis epidemics nationally.
- 6) Serves on national or multi-state teams/task forces for epidemiologic activities (development of/revision of surveillance guidelines, study protocols, investigation of special cases).

### **Surveillance Staff Supervision (40%)**

- 1) Directly supervises Surveillance Unit staff including epidemiologists, data analysts, data management staff, data entry staff, field investigators, case managers, and graduate-level research assistants who execute and support the activities of the surveillance program.

2) Responsible for program staff of 25 persons, including direct supervision of 5 supervisors, who are responsible for coordinating major components of the statewide surveillance system (case ascertainment and reporting data management/analysis, and the development of new surveillance systems and projects).

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

\*Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.\*

**A resume upload will *NOT* populate your information into your application. Work experience left off your electronic application or only included in an attached resume *is not eligible to receive credit***

For further information about this vacancy contact:

Ciera Green

[Ciera.Green@la.gov](mailto:Ciera.Green@la.gov)

LDH/HUMAN RESOURCES

BATON ROUGE, LA 70821

225 342-6477

**This organization participates in E-verify, and for more information on E-verify, please contact DHS at 1-888-464-4218.**

## Qualifications

### MINIMUM QUALIFICATIONS:

A master's degree in epidemiology plus four years of professional level experience in epidemiology.

### SUBSTITUTIONS:

A master's degree in public health, which included twelve hours in epidemiology, biostatistics, tropical medicine, maternal and child health, occupational health, international health, community health, or any combination, will substitute for the master's degree in epidemiology only.

A master's degree in nursing, a social science, a biological science, or a behavioral science, which included twelve semester hours in epidemiology and/or biostatistics or a combination, will substitute for the master's degree in epidemiology only.

A doctorate degree in veterinary medicine, which included twelve semester hours in epidemiology and/or biostatistics or a combination, will substitute for the master's degree in epidemiology only.

A doctorate degree in epidemiology will substitute for two years of the required experience.

### NOTE:

Any college hours or degree must be from an accredited college or university.

## Job Concepts

Function of Work:

To design, plan, evaluate and oversee the conducting of epidemiological activities related to collecting, analyzing, and interpreting data about health events in order to assess and help assure the health and safety of Louisiana citizens.

Level of Work:

Manager.

Supervision Received:

Broad review a higher-level Public Health or Department of Health and Hospitals administrator.

Supervision Exercised:

Direct line over one or more Public Health Epidemiologist Supervisors and/or two or more Public Health Epidemiology Specialists.

Location of Work:

Department of Health and Hospitals.

Job Distinctions:

Differs from Public Health Epidemiologist Supervisor and Public Health Epidemiology Specialist by administering one or more epidemiology programs and by the level of subordinates supervised.

## Examples of Work

Manages complex surveillance systems throughout the state (i.e., reportable disease and health-related conditions, Behavior Risk Factor Surveillance System, Immunization Registry, etc.).

Evaluates epidemiological data in order to develop policies and programs to prevent the spread of disease, injury, disability, etc.

Directs the implementation of control or prevention measures, evaluates program effectiveness, and initiates and/or approves measures to achieve improvements.

Directs the planning and coordination of public meetings regarding epidemiological issues.

Presents epidemiological data to legislators, communities, and other agencies.

Attends and participates in public health related meetings of local government bodies, civic organizations, national organizations, and other groups to serve as an epidemiological advisor.

May serve on national or multi-state teams or task forces for epidemiology dealing with threats across state boundaries.

Plans and coordinates epidemiological services in health emergencies (e.g., chemical spills, industrial explosions, hurricanes, natural disasters, disease and injury outbreaks, etc.) as needed to insure and maintain community public health or when requested to do so by the Governor.

May represent the Department of Health and Hospitals or the Office of Public Health in epidemiological events related to statewide emergency response and preparedness.

Oversees the preparation of grant proposals and monitors their execution and progress.

Prepares the budget and monitors expenditures for the program.

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**Agency**

State of Louisiana

**Phone**

(866) 783-5462

**Address**

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

**Website**

<http://agency.governmentjobs.com/louisiana/default.cfm>