

PROGRAM SPECIALIST, TUBERCULOSIS CONTROL

DISTINGUISHING FEATURES OF THE CLASS: This is professional public health surveillance and epidemiological work involving the responsibility for overseeing the reporting and data collection functions of the Tuberculosis Control Program administered by the Department of Health. The work is performed under the direction of a higher-level administrator and work guidance (e.g., lead work) is provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs a variety of public health surveillance functions, including data collection, monitoring and tracking newly reported and suspected tuberculosis cases and preparing required reports for the New York State Department of Health;

Meets with internal staff to discuss new cases reported by laboratories or other health jurisdictions and coordinates plans for follow-up with physicians or other providers;

Maintains ongoing communication with external laboratories to coordinate specimen handling and review test results;

Acts as a liaison to the New York State Bureau of Tuberculosis Control to facilitate the exchange of information and updates;

Tracks laboratory reports on each patient;

Submits reports to facilitate contact investigations and treatment for latent tuberculosis infections;

Collaborates with staff to compile and update information;

Develops summary tables to communicate trends and prevention efforts for internal and external education;

Develops presentations on local tuberculosis epidemiology and program initiatives to inform Department of Health staff, local community organizations, medical providers, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of communicable disease control, including the roles of surveillance and epidemiology; good knowledge of medical terminology; good knowledge of government regulations regarding the identification and tracking of Tuberculosis and other communicable diseases; ability to organize, analyze and present data; ability to communicate effectively, both orally and in writing; ability to understand and interpret medical records as it applies to tuberculosis cases, contacts and potential exposures; ability to establish and maintain cooperative relations with others, especially members of the medical community and the public in general; ability to use computer software (e.g., Access, Word, Excel, Power Point) in the analysis of communicable disease data*.

MINIMUM QUALIFICATIONS: A Master's degree or higher in Public Health, Science, Epidemiology, Biology or comparable degree and one (1) year of experience in epidemiology (e.g., conducting data collection, analysis and/or reporting) in a public health agency, hospital or healthcare setting, research institution or university, etc.

*To be demonstrated during the probationary period.