

## **PROFESSIONAL POSITION DESCRIPTION**

**Position Title:** Informatics Epidemiologist

**Division:** Disease Surveillance

**Location:** Augusta, Maine

**Schedule:** Full time 8:00 AM - 5:00 PM, 40 hours per week

**State of Maine Reports to:** Sara Robinson, Infectious Disease Epidemiology Program, Maine CDC

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**STATEMENT OF THE JOB:** This is a professional services and scientific work position working with the Maine's Department of Health and Human Services providing (1) support and expertise in Maine's surveillance systems; (2) epidemiologic/analytic expertise for informatics projects and objectives, and (3) participation in routine and outbreak infectious disease monitoring and response activities as a member of the Infectious Disease Epidemiology Team. Work is performed under administrative direction.

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### **ESSENTIAL FUNCTIONS:**

- Support Maine's surveillance systems and provide expertise
- Lead data quality and data management projects including data from NBS, SARA Alert, ESSENCE, and the consult database
- Assist in completing the program's informatics COVID 19 objectives
- Assist with coordination of statewide surveillance for reportable infectious conditions
- Participate in and contribute to overall Infectious Disease Epidemiology Program planning and evaluation activities.
- Participate in the Epi-On-Call rotation schedule.
- Additional duties as reasonably assigned.

### **SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.
  - Work on federally funded projects.
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**SUPERVISORY RESPONSIBILITIES:** Not applicable

**BUDGET RESPONSIBILITIES:**

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:** See Essential Functions above

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal:** See Essential Functions above

**External:** See Essential Functions above

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Principles and practices of epidemiology and public health surveillance
- Principles and practices of public health informatics
- Statistics and statistical software, particularly SAS or R
- Health data collection
- Infectious diseases, including risk and transmission
- Medical terminology
- Word processing software, email and internet use, spreadsheets or analysis programs

### **Ability to:**

- Analyze infectious disease data
- Draw logical inferences from data analysis
- Pay attention to detail
- Organize, disseminate, and report public health information
- Work as a team leader and team member
- Communicate with local and federal partners
- Work independently, including being a “self-starter”
- Facilitate groups
- Speak publicly
- Possess an attitude that fosters a respectful, non-threatening workplace environment

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## **QUALIFICATIONS:**

### **Required:**

- Bachelor’s degree in a health-related field and 4 years of relevant experience in Public Health
- Experience with coding and data analysis with SAS or R
- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.
- Ability and willingness to travel.

### **Preferred:**

- Master’s in Public Health degree (preferred) with relevant course work in epidemiology, informatics, microbiology, and statistics, and 2 years of relevant experience.

### **License/Certifications:**

- Valid motor vehicle driver’s license.

