Job Title: Supervisory Public Health Analyst

Grade: MS-13	Salary Range: $95,652 - $133,912

Job Summary:

This position is located in the DC Department of Health (DOH), HIV/AIDS, Hepatitis, STD and TB Administration (HAHSTA). The mission of the HAHSTA is optimizing health, wellness and lifelong success through innovation for people living with or at risk of HIV, hepatitis, STDs and TB. Activities led by HAHSTA ensure care, treatment and support services for people living with or at risk of HIV, STDs, viral hepatitis and TB. Serves under the direction of a Division Chief.

This position functions with independence in accomplishing broad assignments of recurring and special projects. Incumbent recommends actions as determined appropriate based upon the circumstance, experience, judgment and awareness of the functions of the division and direction from the division chief. Advice and recommendations are generally accepted as sound and authoritative. Performance is evaluated on the basis of overall effectiveness in managing the Core Surveillance branch and achieving the objectives and goals of the division. The division chief is regularly informed about progress and problems through periodic discussions and meetings.

Principal guidelines include established policies, procedures, regulations and guidelines of the Government of the District of Columbia, District of Columbia Department of Health, United States Centers for Disease Control and Prevention (CDC), Federal and District laws, and specific instructions from the division chief.

Duties and Responsibilities:

Incumbent is responsible for managing the division's case investigation activities for HIV, STDs, viral hepatitis and TB. Plans, implements, directs, and manages the division's receipt and investigation of case reports. Assigns work to the staff. Reviews documentation of case reports for accuracy, timeliness, and completeness; in addition, develops and implements plans to improve the quality of the case investigations. Ensures that case investigations are conducted in accordance with established guidelines and quality control measures.

Ensures that all cases are investigated in a timely manner, case reports are accurate and complete, prevents backlog of cases, and conducts any follow-up required. Investigates or supervises the investigation of Cases of Public Health Interest, as well as other cases requiring special attention (such as suspected congenital syphilis).

Assists in the preparation of field investigation manuals and trains and re-trains staff in field investigation techniques. Reviews all completed case reports for timeliness, completeness, and accuracy, prior to submission for data entry. Provides oversight for field staff compliance with local and federal security and confidentiality requirements.

Incumbent is responsible for improving outreach to reporting entities, through telephone, written, and personal contact; and maintaining up-to-date materials to assist providers, including provider packets, fact sheets, and instructions. Collaborates with other surveillance staff to develop materials for providers to be posted on the DC Department of Health webpage and keeps these up-to-date.

Qualifications and Education

Bachelor's Degree in public health or related field preferred.

Must possess one (1) year of specialized experience equivalent to at least the grade 12 level. Specialized experience is experience which is directly related to position which has equipped the individual with the knowledge, skill and abilities to successfully perform the duties of the position to include conducting studies and performing other analytical work related to the planning, development, organization, administration, evaluation, and delivery of public health programs; or similar work experience in the public health field.

Expert knowledge of HAHSTA policies, goals and program objectives. Detailed knowledge of and ability to provide public health