

CLASS CODE: 290410  
PAY GRADE: 18  
UNIT: AFSCME Professional  
FLSA: Non-Exempt

## **PUBLIC HEALTH INVESTIGATOR**

### **Distinguishing Features of the Class:**

Under general supervision, assists in the development and implementation of Communicable disease programs and performs investigative work in the enforcement of regulations and control practices of such diseases.

### **Illustrative Examples of Work:**

1. Performs investigations in the field, phone, and/or mail, by locating and identifying communicable disease cases, documenting investigative steps, interviewing members of the public, maintaining appropriate records, and performing necessary follow-up activities.
2. Provides information to clinic patients that request to be examined, diagnosed, and treated for specific sexually transmitted diseases and hepatitis.
3. Provides information to patients who wish to be tested for HIV. Provides test results, and current information regarding AIDS to patients in accordance with guidelines prescribed by the Center for Disease Control and State statutes; properly documents all activities.
4. Provides information on sexually transmitted and other communicable diseases to community groups, educational institutions and the general public.
5. Interacts with other health care professionals to promote a viable and effective public health program; obtains necessary information from physicians and other health care providers to ensure treatment is in compliance with CDC standards; contacts individuals to obtain contacts requiring treatment.
6. Conducts outreach clinics as needed for communicable diseases; responds to specific incidents/events within the community in a timely manner to control the spread of these diseases.
7. Visits sites that screen and test for sexually transmitted diseases to ensure that specimens are collected and stored properly, that testing occurs in the proper sequence and that quality control standards are adhered to. Provides suggestions on remedial measures as necessary and follows up to ensure that proper adjustments have been made.
8. Ensures that demographic data has been correctly entered into the State STD/MIS computer system; enters data from the risk assessment in the STD/MIS system so that proper data collection for national statistics can be obtained; obtains/provides data for monthly reports as requested to the Iowa Department of Public Health for State programs.
9. Performs related duties as may be required.

**Required Knowledge, Skills, and Abilities:**

- Knowledge of the causes, diagnosis, spread, and treatment of communicable diseases.
- Knowledge of Federal, State, and Local regulations pertaining to Public Health.
- Knowledge of the National Center for Disease Control (CDC) standards & requirements.
- Knowledge of simple statistical methods.
- Knowledge of interviewing techniques.
- Knowledge of medical terminology.
- Knowledge of the health programs and services available to members of the community.
- Ability to collect, analyze, record, and interpret data accurately.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish/maintain effective working relationships with other County employees, physicians and other health care professionals, patients and the general public.
- Ability to work effectively with diverse populations/use interpreter or language line appropriately.
- Ability to keep accurate records.
- Ability to follow policies, practices and procedures.
- Ability to obtain/maintain a valid motor vehicle operator's license issued by the State of Iowa.

**Training and Experience:**

- Graduation from an accredited four year college or university with major course work in nursing, biology, sociology, psychology or related field, and
- Three months of related experience, or
- Any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities.

**Special Requirement:**

Must be able to successfully pass CDC courses entitled Employee Development STD Modules, Introduction to STD Intervention, Fundamentals of Prevention Counseling, and HIV Partner Counseling/Referral Services as a condition of employment.

Adopted: 7/1/86  
Revised: 5/11/90  
Revised: 11/8/04  
Revised: 1/25/07