

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
Connecting People with Purpose
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: August 21, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 9 FY 18/19 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective August 17, 2018.

Micki Callahan
Human Resources Director

by: 

Steve Ponder
Classification and Compensation Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 09
Fiscal Year: 2018/2019
Posted Date: 08/10/2018
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	2802	Epidemiologist I
2	2803	Epidemiologist II

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Epidemiologist I
Job Code: 2802**

DEFINITION

Under direction, conducts and evaluates responsible scientific work, uses epidemiologic or evaluation survey instruments and analyzes data sets to identify and describe patterns of health outcomes and their determinants. This is the entry level in the Epidemiologist series.

DISTINGUISHING FEATURES

Class 2802 Epidemiologist I is distinguished from 2803 Epidemiologist II by the latter's independent responsibility for designing, organizing, and coordinating original epidemiologic studies.

SUPERVISION EXERCISED

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Designs and coordinates epidemiologic and/or evaluation studies; assists in developing procedures for epidemiological and/or evaluation research; conducts epidemiologic and/or evaluation analyses; prepares technical reports based on epidemiologic and/or evaluation data.
2. Provides technical consultation and direction for health outcome investigations regarding data quality in epidemiologic and/or evaluation studies; conducts specific health outcome investigations; assesses the impact of interventions on the status of target populations.
3. Coordinates local efforts with investigators and requirements from other agencies; provides technical advice to stakeholders on studies performed.
4. Develops, implements and maintains health-related data systems; prepares, maintains and analyzes data using analytical software.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and methods of biostatistics and demography; principles and procedures of epidemiology research including design of epidemiology surveys; theory, practice and application of epidemiologic and evaluation methodologies, methods of collecting, cleaning, and analyzing data; and commonly used statistical software.

Ability and Skill to: implement various research and/or evaluation studies; prepare data collection procedures, data management procedures, and quality assurance procedures; develop statistical plans; analyze data using appropriate analytical procedures; summarize and communicate analytic results clearly and succinctly; use identified informatics tools in support of epidemiologic practice; write project proposals and technical reports; establish and maintain effective relationships with associates, providers and the general public; prepares data presentations for key stakeholders.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Epidemiologist I
Job Code: 2802**

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession of a master's degree from an accredited college or university.

Experience:

Two (2) years of experience within the field of Epidemiology performing study design, evaluation or analysis.

License and Certification:

Substitution:

Possession of a master's degree in Epidemiology (or a related social, psychological, or biological science) may substitute for two (2) years of the required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2803 Epidemiologist II

ORIGINATION DATE: 03/06/1989

AMENDED DATE: 08/17/2018

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Epidemiologist II
Job Code: 2803**

DEFINITION

Under general direction, designs, conducts, and evaluates original epidemiologic research to determine patterns of health outcomes and their determinants in the community. This is the journey level in the Epidemiologist series.

DISTINGUISHING FEATURES

Class 2803 Epidemiologist II is distinguished from 2802 Epidemiologist I by the former's independent responsibility for designing and initiating studies.

SUPERVISION EXERCISED

May supervise subordinate staff involved in epidemiologic activities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Plans, directs and evaluates original epidemiologic and/or evaluation proposals and studies; designs and implements survey instruments and procedures for data collection and analysis; establishes and maintains surveillance systems to identify and monitor health-related trends among various populations; and analyzes and interprets findings.
2. Recommends policies and procedures for the control and prevention of diseases and the promotion of health outcomes; assesses feasibility of population interventions; and analyzes the impact of planned interventions on the health status of target populations.
3. Provides direction to staff involved in data collection, data quality management, statistical analysis and other support activities involved in research and evaluation.
4. Provides technical consultation to departmental staff on epidemiologic and/or evaluation research methodology and design; provides information to other public and private agencies and professional groups regarding issues relating to health-related trends, patterns, characteristics, possible causation, and potential remedial actions; coordinates research efforts with departmental staff and investigators in other agencies.
5. Prepares reports, presentations and scientific papers based on hypothesis and results; participates in conferences, meetings and seminars relating to the causation, distribution, and prevention of diseases and other health outcomes.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Epidemiologist II
Job Code: 2803**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and methods of biostatistics and demography; principles, theories and procedures of epidemiology including design and evaluation of epidemiology research; methods of collecting, cleaning, and analyzing complex data; commonly used statistical software; epidemiological and evaluation methods; and methods of preparing scientific research reports.

Ability and Skill to: plan and implement all aspects of epidemiologic studies; coordinate various health-related studies; function independently and direct support staff with minimal supervision; identify and apply sophisticated statistical techniques necessary for the analysis of complex data and conduct analyses using common statistical software applications; evaluate epidemiologic and biostatistical findings to inform public actions; identify the role of laboratory resources in epidemiologic activities; use identified informatics tools in support of epidemiologic practice; establish and maintain effective relationships with associates, providers, and the general public; use performance measures to evaluate and improve program effectiveness; lead epidemiologic activities in preparing and responding to public health emergencies; prepare project proposals, scientific reports, evaluation summaries and publishable medical literature.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession of a master's degree from an accredited college or university.

Experience:

Three (3) years of experience within the field of Epidemiology performing study design, evaluation or analysis.

License and Certification:

Substitution:

Possession of a master's degree in Epidemiology (or related social, psychological or biological science) may substitute for two (2) years of the required experience.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Epidemiologist II
Job Code: 2803**

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 2802 Epidemiologist I

ORIGINATION DATE: 03/06/1989

AMENDED DATE: 08/17/2018

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN