

**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](mailto: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](mailto: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](#).

**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

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 ~~computer-based~~ data sets to identify and describe patterns of health outcomes and their determinants diseases; ~~provides technical advice on strategies to control contagious and other diseases based on analysis of data; and performs related duties as required.~~ *This is the entry level in the Epidemiologist series.*

**DISTINGUISHING FEATURES**

~~This is the entry level in the Epidemiologist series.~~ Positions in this class have responsibility for conducting research studies to discover the causes of diseases, applying biostatistical methods, suggesting procedures of disease prevention, and aiding in evaluation of effectiveness of programs using prescribed methods. In contrast, the next higher class of Class 2802 Epidemiologist I is distinguished from 2803 Epidemiologist II by the latter's has independent responsibility for planning designing, organizing, and coordinating ~~controlling~~ 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. ~~Assists in planning and d~~ Designing and coordinates epidemiologic and/or evaluation studies; assists in developing procedures for epidemiological and/or evaluation research; conducts epidemiologic and/or evaluation analyses surveys; prepares technical reports based on ~~surveys~~ epidemiologic and/or evaluation data.
2. Provides technical consultation and direction to ~~for disease control~~ health outcome investigators regarding statistical techniques data quality involved in experimental and observational ~~research~~ epidemiologic and/or evaluation studies; may supervise conducts specific disease control health outcome investigations; may ~~assesses~~ assesses the impact of ~~disease control~~ interventions on the status of target populations.
3. Coordinates local efforts with ~~research~~ investigators and requirements from other agencies; provides technical advice to public agencies and communications media based stakeholders on studies performed.
4. Develops, i implements and maintains ~~communicable disease~~ health-related data gathering and processing systems; prepares, maintains statistics and analyzes data using analytical software as directed by senior staff through the use of computer-generated spreadsheets such as Lotus 123, chart making software, such as Chart master, and statistical software packages, such as SPSS and SAS; and maintains statistical records and reports regarding epidemiological factors of ~~communicable~~ diseases.

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Epidemiologist I  
Job Code: 2802

5. May write project proposals and specific papers based on hypotheses and findings.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Principles and methods of biometry, 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** including methods used in specialized fields; methods of preparing scientific research reports.

Ability and Skill to: implement various research **and/or evaluation** studies; direct staff engaged in epidemiologic investigations; prepare **data collection procedures, data management procedures, and quality assurance procedures; develop statistical plans;** and analyze data as directed through the use of computer-generated spreadsheets such as Lotus 123, chart making software such as Chart master, and statistical packages such as SPSS and SAS **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 persons contacted in the course of the work **associates, providers and the general public;** **prepares data presentations for key stakeholders.**

**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.**

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Epidemiologist I  
Job Code: 2802

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2803 Epidemiologist II

ORIGINATION DATE: 03/06/1989

AMENDED DATE: 08/XX/18

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

BUSINESS UNIT(S): COMMN SFMTA

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Epidemiologist II  
Job Code: 2803

**DEFINITION**

Under general direction, ~~plans~~designs, conducts, and evaluates original experimental and survey epidemiologic research to determine patterns of disease~~health outcomes and their determinants~~ in the community; ~~designs survey instruments; analyzes collected data and interprets results utilizing computer based data storage, retrieval and analysis; participates in departmental and professional meetings and conferences; and performs related duties as required.~~ *This is the journey level in the Epidemiologist series.*

**DISTINGUISHING FEATURES**

~~This is the journey level in the Epidemiologist series.~~ Positions in this class are responsible for planning, and conducting original epidemiologic studies, including the direction of staff involved in the data collection or the statistical analysis of such studies. The Class 2803 Epidemiologist 11 class is distinguished from the lower class of 2802 Epidemiologist I in that by the former's assumes independent responsibility for planning designing and initiating studies, whereas responsibilities of the latter tend to be limited to implementing and facilitating research activities which are directed from a higher level. The Epidemiologist 11 is distinguished from the higher level Epidemiologist III in that the responsibilities of the former are limited to planning and conducting research studies whereas the latter assumes responsibility for an entire program of surveillance and research activities.

**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 ~~disease~~health-related trends among various populations; and analyzes and interprets findings ~~and research results~~.
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, ~~coding~~data quality management, statistical analysis and other support activities involved in research ~~investigations~~ and

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Epidemiologist II  
Job Code: 2803

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 ~~disease~~ 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, spread distribution, and prevention of diseases and other health outcomes.

**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; ~~computer processing methods used to generate, organize and display statistical and other research data~~ commonly used statistical software; epidemiological and evaluation methods used in specialized fields; and methods of preparing scientific research reports.

Ability and Skill to: plan and implement all aspects of epidemiologic studies; plan, implement, and coordinate various research 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 utilize computer-generated spreadsheets such as Lotus 123, chart making software such as Chart master, and statistical packages such as SPSS and SAS 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, physicians 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)*

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

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

*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.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

From: 2802 Epidemiologist I

**ORIGINATION DATE:** 03/06/1989

**AMENDED DATE:** 08/XX/18

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

**BUSINESS UNIT(S):** COMMN SFMTA