



Career Service Authority

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Epidemiological Research Technician

GENERAL STATEMENT OF CLASS DUTIES

Compiles epidemiological information for multiple uses, and assists other to obtain such information.

DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Updates and maintains various health issue related registries, analyses information received on diseases, and performs follow-up research through written correspondence and telephone communications.

Compiles information on diseases, utilizes a variety of software and databases for data storage and generates reports, charts, graphs, and tables, for multiple uses.

Maintains departmental compliance with basic reporting requirements and advises the department of changes.

Provides information and assists other agencies and organizations to obtain requested data and may design appropriate formats for study information generation and reporting.

Some positions may arrange meetings and conferences and organize information for participants.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty- Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Attention to Detail- Is thorough when performing work and conscientious about attention to detail.

Interpersonal Skills- Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Reading- Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Memory- Recalls information that has been presented previously.

Eye-Hand Coordination- Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects).

Learning- Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Oral Communication- Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); listens to others, attends to nonverbal cues, and responds appropriately.

Technology Application- Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Knowledge of computer software sufficient to be able to prepare tables, charts and graphs.

Knowledge of city, state, and federal laws related to the area sufficient to be able to determine compliance with stated requirements or precedents.

Knowledge of a variety of computer software sufficient to be able to statistically analyze data.

Skill in communicating and presenting factual information related to the work assignment.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Skill in organizing various activities at once.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object 25 – 50 pounds.

Near acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

Education Requirement:

Associate Degree in a health science field with supplemental course work in computer science and operations.

Experience Requirement:

One year of experience in a clerical or staff support function assisting with data collection.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement.

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Licensure and/or Certification:

By position, requires a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Nonexempt

ESTABLISHED DATE: 09/16/95

ESTABLISHED BY: Janell Flaig

REVISED DATE: 11/8/09

REVISED BY: Paul Wiberg

CLASS HISTORY 11/8/09: Competencies added. Put into a new format.