



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HEALTH DATA SURVEILLANCE TECHNICIAN

Job Number: 20000992

Job Code: 41860V000101

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 09/16/1993

Job Revised: 02/24/2006

Grade: 11	Salary (MIN - MID):	Special Entrance Rate:
	\$13,581-\$17,990 - Hourly	NONE
	\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary	NONE
	\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Establishes, maintains, and evaluates a statewide surveillance system for diseases, injuries, and health conditions in the Commonwealth; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years of experience in analyzing, researching, or interpreting health data.

Substitute EDUCATION for EXPERIENCE:

Graduate study in public health, health sciences, biological sciences or mathematics will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in establishing, maintaining, evaluating, or interpreting health data will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists epidemiologists, medical epidemiologists, medical and program management staff with information needs from surveillance system. Collects, analyzes, and reports clinical and epidemiologic data from reportable disease surveillance system for use in planning, implementing, and evaluating disease control programs. Manages ongoing tuberculosis case register required by statewide and by complex federal reporting requirements. Establishes, maintains, and evaluates surveillance systems for cancer, cardiovascular diseases, and diabetes incidence, prevalence, disability and mortality. Tracks chronic disease services rendered in local health departments and their relationship to disease incidence. Manages automated sexually transmitted diseases surveillance system, including frequent interaction and checking of case status and follow up with other states. Collects, analyzes, and reports data on injuries from hospitals and emergency medical services systems for use in planning injury prevention strategies. Manages complex set of data from multiple sources on AIDS and HIV infection. Generates regular reports for use by program managers, educators, and the news media. Creates and revises manuals for the operation of surveillance systems. Attends workshops on surveillance techniques.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.