



# UMATILLA COUNTY POSITION DESCRIPTION

**Department:** UCo Health  
**Position Title:** Communicable Disease Manager

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:** \_\_\_\_\_ **Salary Range:** 30  
**Union Covered:** No **BOLI Exempt:** Yes

## GENERAL DESCRIPTION OF POSITION

Oversee and manage the Communicable Disease program and staffing; for the purposes of protecting and improving the health of Umatilla County residents through; observation and analysis of health data, providing prevention education to clients and community partners, conducting communicable disease investigations, and planning for emerging environmental health threats.

## SUPERVISORY RELATIONSHIPS

This position reports directly to the Director. This position works closely with the Deputy Director, Public Health Nurses, and Environmental Health Specialists. This position provides technical and supervisory oversight to the Disease Prevention Specialist and the Epidemiologist.

## PRINCIPAL DUTIES OF POSITION

- Assess, plan and implement Communicable Disease services; evaluate and document the effectiveness of the program. (EE)
- Provide individual supervision and/or training to staff working in Communicable Disease areas.
- Function as Overall Responsible Person (ORP) for UCo Health pertaining to state data systems (ORPHEUS, OPERA, ARIAS, ESSENCE, etc). (EE)
- Investigate disease reports in an attempt to control and reduce outbreaks and potential outbreaks. (EE)
- Act as a resource to public health staff within applicable programs to ensure appropriate and timely resolution of communicable disease reports. (EE)
- Gather and analyze data, maintain accurate records, and prepare clear, concise reports. (EE)
- Develop, promote, and utilize monthly, quarterly, and annual reports as required. (EE)
- Serve as an informational resource to the community. Proactively provide resources to the community when a public health or community emergency is occurring to prevent disease from occurring. (EE)
- Promote prevention education through social media and other avenues. (EE)
- Collect and analyze data to proactively determine community needs. Assume an advisory role and provide direction to providers, professionals, members of the public and community agencies to support the health of the community and to promote public health programs. (EE)

- Proactively forecast future activities and formulate plans to ensure capabilities meet or exceed future needs. (EE)
- Maintain current references and resources on communicable diseases. (EE)

### **OTHER DUTIES OF POSITION**

- Actively promote the mission of the department. (EE)
- Participate in occasional after hours or weekend events as needed, to include: conferences, community meetings, workshops, media events, and public health emergencies. (EE)
- Assist as needed with grant applications and the acquisition of funds to further the implementation of modernization across all aspects of UCo Health. (EE)
- Accreditation duties: actively participate as an accreditation team member, maintain a basic knowledge of Quality Improvement (QI) based on the Plan-Do-Check-Act (PDCA) model, and actively serve on QI teams and/or identify processes for improvement, as assigned. (EE)
- Participate in Statewide committees on behalf of Umatilla County as requested by Director. (EE)
- Other duties as may be assigned. (EE)

### **REQUIREMENTS FOR POSITION**

#### *Minimum Requirements:*

- Bachelor degree in public health, natural sciences, nursing, or related fields from an accredited program.
- Ability to apply advanced mathematical concepts.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to be intuitive, work independently, and as part of a team.
- Possess good verbal and written communication skills.
- Possess a valid Oregon driver's license with a satisfactory driving record.
- Obtain current certification in cardiopulmonary resuscitation (CPR) within 12 months of hire (offered through UCo Health).

#### *Preferred Qualification:*

- Master's degree in Public Health or related field.
- Bilingual in Spanish
- Experience in nursing or in environmental health
- Currently hold registration with Certification Board for Infection Control and Epidemiology (CBIC); or Association for Professional in Infection Control and Epidemiology (APIC)

\*This position under State of Oregon mandates is required to provide proof of full COVID-19 vaccination or have an approved medical or religious exception as a qualification of employment.\*

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

### **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date