

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: Disease Control Officer (TB Clinic)

DEPARTMENT: Public Health

WORK SCHEDULE: 40/week

JOB DESCRIPTION: This position will serve as the Chief of the Assessment, Policy Development and Evaluation Unit (APDE) in the Office of Director and will provide leadership, vision, and direction for the Unit. The Chief must be an innovative and outstanding leader with strong management, strategic planning, medical and public health expertise, and research skills. The incumbent will possess an MD and will be responsible for overseeing epidemiology, assessment, policy development, program planning, research and evaluation activities within the APDE unit, and coordinating and providing technical assistance with these activities throughout the department. The Chief will keep abreast of current technical developments in epidemiology, community health assessment, planning methods, and public health policy, keeping the department and its staff at the forefront of these activities. The Chief will further the department's implementation of its Operational Master Plan (OMP) by developing, strengthening, and coordinating a strategic approach to policy development across the department; introducing economic analysis as a routine component of assessment, evaluation, and policy development activities; strengthening data collection and analysis; building capacity for program evaluation across the department; and improving strategic planning.

WORK ENVIRONMENT: Office with some field.

ESSENTIAL FUNCTIONS: The APDE unit's purpose is to develop, maintain, and initiate innovative community health assessment activities including: Primary quantitative and qualitative data collection. Analysis of secondary quantitative data. Development of tools for data analysis. Sharing best practices through technical assistance. Monitoring and reporting on health indicators. Developing evidence-based health policy. Evaluating internal program and health delivery systems. Incubating pilot programs. Promoting outcome, policy and economic analysis of community-based interventions. Developing performance measurements. The unit is also responsible for developing standards for assessment functions in the department and pursuing program and research funding. The unit will translate assessment findings into information for use in developing and implementing policy in coordination with the External Relations, Communications and Policy Advocacy Unit, which encompasses Public Health's communication (internal and external) operations and community / government relations.

Exposures:

- ___ Outside weather
- ___ Non-weather related temp below 55°
- ___ Non-weather related temp above 75°
- ___ Humidity/dampness
- ___ Moving mechanical parts
- ___ Exposed high places
- ___ Vibration
- ___ Toxic or caustic chemicals
- ___ Confined spaces
- ___ Wet
- ___ Gasses
- ___ Fumes
- ___ Odors
- ___ Dusts
- ___ Mists
- ___ Radiation
- ___ Explosives
- ___ Noise Level _____
- ___ Other _____

Special Requirements:

- CDL Respirator use

I have reviewed the following Job Analysis for the above-named candidate.

Physician's Signature

Date