

**OREGON DEPARTMENT OF HUMAN SERVICES**

**Health Services Employment Opportunity**

**EPIDEMIOLOGIST 2**

**(NURSE EPIDEMIOLOGIST)**

**\$3529 - \$4921 MONTHLY**

**ANNOUNCEMENT NUMBER: LEHS4237**

**CLASSIFICATION NUMBER: C6217**

**OPEN: APRIL 5, 2004**

**APPLICATION DEADLINE: OPEN UNTIL FILLED\***

**LOCATION: PORTLAND**

This employment opportunity is with Health Services that is part of the Department of Human Services (DHS). This position is within the Office of Family Health, Immunization Program located in **PORTLAND**. This position is represented by a union.

\*This is an open until filled recruitment; however, the hiring manager may choose to close the recruitment at anytime. If you are interested, **APPLY NOW**.

**QUALIFICATIONS**

A Bachelor's degree in Community Health, Epidemiology or a closely related field **AND** four years of epidemiological or community health experience of which one year must have been in a supervising, lead worker or project leadership role.

Candidates who have a Master's of Public Health and/or clinical experience are desired.

**SUBMIT THE FOLLOWING**

[State of Oregon Application Form PD100](#); **AND**

A **cover letter** that clearly addresses each of the following desired competencies listed below. If you do not respond to each of the desired competencies, you may not be offered an interview. Qualified applicants whose background most closely matches the desired competencies will be invited to interview.

Experience in epidemiology of vaccine-preventable diseases and communicable disease including surveillance, investigation, analysis and report writing.

Experience in outbreak control including the steps needed to address outbreaks.

Experience working with local health departments.

You may deliver, mail, or FAX your completed application. It must be received no later than 5:00 p.m. on the application deadline.

**Department of Human Services**

**Recruitment and Retention Unit**

**ATTENTION: Vicki Cloyd**

**500 Summer Street NE, E22**

**Salem OR 97301-1099**

**or**

**FAX your application to 503-378-2249 or 503-378-8463**

**When faxing your application please include a cover sheet indicating number of pages sent.**

**Due to the high volume of incoming applications, we are unable to verify receipt of applications.**

**APPLICATION PROCESS**

Obtain application materials, job, and benefits information by doing one of the following:

Access the DHS website at <http://www.dhs.state.or.us/jobs/>

Call the DHS Job Line at 503-945-5742.

Contact your local Oregon Employment Department office.

If you need assistance to participate in the application process, you are encouraged to call 503-945-5698 (voice) or 503-945-6214 (TTY) between 8:00 a.m. and 5:00 p.m. (Pacific Time) Monday through Friday.

Keep a copy of your application materials for your job interviews. DHS does not provide copies. Although faxing your application is an option, DHS is not responsible for materials that are illegible or missing as a result of FAX transmission errors or loss in the mail or e-mail. **Due to the high volume of incoming applications, we are unable to verify receipt of applications.**

Notice of your application results will be sent to you by mail. Although agencies are not required to delay their selection process, you may request a review of your application results. This review request must be received in writing within 10 days from the date of the notice. Additional application information cannot be accepted. However, if the recruitment is still open you may submit a new application, which must be received in our office by the close date of the recruitment.

Fingerprint-based criminal history and driving record checks will be done for applicants offered employment. Circumstances of any criminal conviction will be reviewed to determine whether an applicant is accepted for employment.

## **DUTIES AND RESPONSIBILITIES**

The person in this position works within the Immunization Program that is responsible for preventing the occurrence and transmission of diseases preventable through immunizations. This person provides nurse epidemiologist expertise and perspective to activities in the Immunization Program. This person will coordinate the planning, development and preparation of reports on epidemiological studies related to vaccine-preventable diseases; will monitor and analyze surveillance data; provide on-call support for local health department, physicians, nurses and the public regarding immunization and vaccine-preventable diseases; assist in training local health department staff and represent the Department on issues pertaining to vaccine-preventable diseases and epidemiology.

## **WORKING CONDITIONS**

Travel is required to conduct field visits. You must have a valid driver's license and an acceptable driving record. If not, you must be able to provide an alternate method of transportation.

## **PRIOR TO SUBMITTING YOUR APPLICATION HAVE YOU:**

Reviewed the "Qualifications" section on this announcement to verify that you meet the minimum qualifications for this position. Have you clearly stated your qualifying experience on your application?

Indicated the correct title, class and announcement numbers from this announcement on your

application?

Included your social security number on the front page of your application?

Signed and dated your application?

Attached any required supplemental information as listed in the “Submit the Following” section?

## **ABOUT THE DEPARTMENT**

DHS is about people. We help Oregonians be independent, healthy, and safe. We protect children who are abused or neglected. We provide treatment services to people whose lives are damaged by alcohol and drugs. We serve seniors, people with disabilities, and people with mental illness. We help low-income people along the road to self-sufficiency with health coverage, job preparation, childcare and other supports. We provide leadership in public health services. Our services are delivered in the least restrictive setting and in partnership with communities. We are absolutely committed to ongoing innovation in the delivery of services, and we are committed to recruiting, developing and retaining dedicated employees. For a complete explanation of state employee benefits, visit our website at <http://www.dhs.state.or.us/admin/hr/salary/index.htm>

## **PLEASE CONSIDER JOINING US!**

The Oregon Department of Human Services is committed to affirmative action, equal employment opportunity and workplace diversity.

