

## PUBLIC HEALTH DISEASE CONTROL SUPERVISOR

This is professional supervisory work in coordinating the regional operation of a sexually transmitted disease or AIDS program. Staff may be assigned to various locations and may include federal assignees as well as state employees. Work involves providing employee orientation to program and procedures; determining and providing for staff training needs; reviewing work of staff to ensure technical quality, quantity, and efficient operation; and assisting staff in decisions on deviations and problems not specifically covered by instructions and guides. Employees analyze program data to identify potential disease problems or trends, provide for effective utilization of staff to meet increases in problem areas, and submit written reports of progress toward program objectives. Employees establish and maintain working relationships with health directors, program managers, and medical providers to provide information and guidance on program standards, methods, and resources. Employees have limited input in the planning of long-range program goals, budget, and personnel functions. Supervision is received from the state program manager. Supervisors of regional AIDS program are also responsible for surveillance activities involving contact with hospitals to educate staff on the reporting of cases and legal requirements, including confidentiality, for providing technical assistance to hospitals in establishing registers for AIDS cases, and for evaluating effectiveness of registers and register systems.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees provide input to management on long-range program goals. Written reports of progress toward program objectives are utilized in the planning process by program management.

Organizing and Directing - Employees review the daily work operations of their staff to include work schedules, case load, and other assignments. Employees are made aware of problems and assist staff in situations not specifically covered by instructions and guides.

Budgeting - Employees are required to submit and justify budgetary needs for personnel, supplies, and equipment, and they may be involved in monitoring expenditures.

Training - Employees assess the training needs of the staff, recommend appropriate training, and provide on-the-job training and employee orientation.

Setting Work Standards - Employees are responsible for ensuring that work is carried out in accordance with state and federal program standards and guidelines.

Reviewing Work - Employees review the daily work operations on a regular basis. Employees provide technical assistance to health department and other medical professionals and serve as the regional program authority. Employees provide quality assurance oversight to health department clinics and laboratories.

Counseling and Disciplining - Employees discuss any performance problems with staff and management and initiate the appropriate action set forth by program management. Employees may recommend further disciplinary action.

Performing Other Personnel Functions - Employees prepare staff evaluations and recommend staff for promotions and merit raises.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is characterized by occasional changes in federal and state rules, regulations, and policies. Professional application of knowledges and skills may be modified as clinical techniques change.

Variety of Work Supervised - Employees coordinate the regional operation of a sexually transmitted disease or AIDS program, a single program component.

Number of Employees Responsible For - Two to ten professional and clerical employees.

III. EXTENT OF SUPERVISION RECEIVED: Employees are responsible and accountable for both quality and quantity of services provided. Work is reviewed through periodic reports and during meetings with management to discuss technical, administrative, or organizational problems or changes. Technical and administrative consultation is received from higher level management.

IV. SPECIAL ADDED CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - Work force is basically stable but may fluctuate periodically due to changes in program emphasis and in federal assignees to the program.

Physical Dispersion of Employees - Staff may be dispersed in satellite operations and facilities within the region.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of sexually transmitted diseases or AIDS, their symptoms, complications, and epidemiology; thorough knowledge of principles and practices, specific methods and techniques in investigation and location of case suspects; ability to establish rapport and effective communications with health directors, program managers, hospital and laboratory personnel; ability to interpret and apply federal, state, and local public health laws, rules, and regulations; ability to train and supervise professional staff; ability to express ideas clearly in oral or written form.

Minimum Training and Experience Requirements - Graduation from a four-year college or university and four years of experience as a Public Health Disease Control Specialist, preferably including two years at the Public Health Disease Control Specialist II level and in the same program area; or an equivalent combination of training and experience.