

# Market Range Detail - Communicable Disease Supervisor

## Effective Date

May 9, 2016

## Market Range Title Description

FLSA STATUS: Exempt (Executive)

CLASSIFIED/AT-WILL: Classified

## POSITION OVERVIEW

Responsible for supervising Infection Control Specialists in their investigation, monitoring of known or potential sources of suspected infections and/or communicable diseases, and assisting in the reduction of transmission.

## DISTINGUISHING CHARACTERISTICS

Positions in this market range title are distinguished from Infection Control Specialists by the former's responsibility to supervise and lead a group of Infection Control Specialists.

## ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

- Provide supervision, guidance, direction, coaching, and disciplinary actions to a group of Infection Control Specialists. Assist in the interview and hiring process, administer regular employee performance evaluations, assign and direct workflow and work schedule, approve timesheets, and implement and supervise the policies and procedures of the program.
- Review field records and case documentation, make recommendations for appropriate case management, and determine when appropriate to close cases.
- Perform quality improvement activities.
- Provide input to program management on department strategies and policies.
- Develop and implement data collection criteria, analyze case management, and develop disease intervention strategies.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$23.50	\$27.45	\$31.40

## Likely Minimum Qualifications

- High school diploma or GED and Four years of progressively responsible experience working with the public conducting field investigations, community outreach and case management including at least one year of lead or supervisory experience.
- Clinical training received through technical school or college and experience working in a medical field drawing blood and doing case investigative work and/or counseling clients may substitute for the experience requirement on a year for year basis.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.