

Please note:

- Open to applicants with medical (job ID: 469728, see below) or non-medical backgrounds (job ID: 472950) at <https://a127-jobs.nyc.gov/>.
- Although posted as a part-time position, we expect this will be converted to full-time (35 hours/week).



Job ID	469728
Business Title	Unit Director, Bureau of Communicable Diseases
Civil Service Title	CITY MEDICAL SPECIALIST (PART-
Title Classification	Non-Competitive
Job Category	Health
Career Level	Experienced (non-manager)
Work Location	42-09 28th Street
Division/Work Unit	Communicable Diseases
# of Positions	1
Title Code No	53040                      Level 03
Proposed Salary Range	\$78.04 - \$85.00 (Hourly)

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

### **Job Description**

The Bureau of Communicable Disease (BCD), part of the Division of Disease Control, is responsible for the surveillance, prevention, and control of over 70 infectious diseases including foodborne, enteric, waterborne, respiratory (including COVID-19), zoonotic and vectorborne diseases. BCD is seeking a medical informatics specialist or medical epidemiologist to oversee the Reportable Disease Data, Informatics and Analysis Unit (RDDIAU). RDDIAU is responsible for maintaining BCD Maven (the communicable disease surveillance and outbreak management system), conducting routine analyses to

monitor trends in > 70 notifiable diseases, monitoring quality assurance of electronic laboratory reporting, producing maps and other graphics to display disease trends and patterns and supporting advancement in the modernization of surveillance data, including electronic case reporting. The Unit develops and maintains complex analyses to detect aberrations in either reporting or disease incidence that might indicate a cluster or outbreak in space or in time, or any abrupt change in disease reporting patterns.

**DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:**

Under the supervision of the BCD Assistant Commissioner, responsibilities will include:

- 1) Take a leadership role in all aspects of the Bureau's surveillance and informatics projects, in collaboration with other Division of Disease Control programs, including in support of the national Data Modernization Initiative (see <https://www.cdc.gov/surveillance/surveillance-data-strategies/data-IT-transformation.html>). Duties will include the following:
  - a. Proposing, initiating, and leading teams and projects in the design and implementation of public health disease management information systems and programs.
  - b. At the highest level of practice, providing operational and program design input on informatics capacity development involving data science applications, disease surveillance applications, and overarching system architectural consultation.
  - c. Planning and overseeing the implementation, development, enhancement, and maintenance of the Bureau's public health information systems, including the implementation of electronic case reporting.
  - d. Participating in Divisional strategic planning to ensure the successful execution of multi-year strategies to develop robust and nimble data collection for disease surveillance, outbreak investigations and other public health emergencies.
  - e. Providing public health informatics knowledge to BCD program areas, including directing management and analysis of public health data.
- 2) Set priorities and ensure that RDDIAU work is in alignment with Bureau, Division, and Agency goals; and promote and prioritize health equity and addressing racial disparities in how surveillance data are analyzed and displayed.
- 3) Improving and automating integration of Bureau's surveillance system with other systems, including the Citywide Immunization Registry, the Public Health Laboratory's laboratory information management system, and the electronic death registry system.
- 4) Oversee staff who ensure that electronic reports to BCD are processed, cleaned, and appropriately imported into BCD Maven, as well as reported to CDC and the NY State Department of Health.
- 5) Oversee enhancements/innovations in analyses and visualizations of notifiable disease data to ensure timely recognition of suspected outbreaks or concerning trends in communicable disease surveillance data.
- 6) Oversee data quality assurance for surveillance and outbreaks to support public health response for the Bureau

- 7) Oversee staff who provide epidemiologic and biostatistics consultations for Bureau staff working on special projects and analyses, as well as review Bureau abstracts and manuscripts.
- 8) Supervise Unit leadership, including high level Research Scientists (n=3) and Computer Systems Administrator (n=1) who in turn supervise 9 staff and support their professional development.
- 9) Serve as a Physician on Call for acute communicable disease issues
- 10) Assist with writing grants to obtain funding to support all RDDIAU initiatives and ensure grant deliverables and progress reporting timelines are met.
- 11) Serve as one of the co-leads of the EpiData Unit in the Agency's Incident Command System for any public health emergency; and conduct public health emergency preparedness and response epidemiologic and informatics activities.

### **Minimum Qual Requirements**

Possession of a valid license to practice medicine in the State of New York; and either:

a) Valid Board Certification issued by the appropriate American Specialty Board in any specialty area required by the agency; or

b) Current approved application on file for admission to the certifying examination given by the appropriate American Specialty Board in any specialty area required by the agency.

To be assigned to Assignment Level II, individuals must have, in addition to meeting the minimum qualification requirements for Assignment Level I described above, one year of satisfactory experience practicing in the specialty area.

To be assigned to Assignment Level III, individuals must possess:

a) A valid license to practice medicine in the State of New York; and

b) A Master's degree in Public Health, or equivalent Master's degree, including or supplemented by graduate credits in epidemiology and biostatistics. Completion of Epidemic Intelligence Service program of the Center for Disease Control and Prevention may be used to substitute for this Master's degree; and

c) At least two years of satisfactory experience after receipt of the Master's degree, or equivalent, in the practice of epidemiology. Specialty Board Certification or eligibility may be substituted for one year of this experience.

To be assigned to Assignment Level IV, individuals must possess:

a) A valid license to practice medicine in the State of New York; and

b) Completion of an approved residency program in an accredited hospital, including three years of experience, in either internal medicine, or family practice, or pediatrics, or another related specialty area required by the Department of Health and Mental Hygiene; and

c) Valid board certification or board eligibility issued by the appropriate American Subspecialty Board in Infectious Disease, Pulmonary Medicine, or a related subspecialty; and

d) Completion of an approved fellowship program in an accredited hospital, including two years of experience, in either infectious diseases, or pulmonary medicine, or another related subspecialty required by the Department of Health and Mental Hygiene.

### **Preferred Skills**

--Expertise in public health surveillance and informatics, as well as strong epidemiologic and analytic skills. Ideally, have knowledge of existing systems in use at the NYC DOHMH, including Maven surveillance database, the Electronic Disease Reporting Infrastructure (eDRI), Electronic Clinical Laboratory Reporting System (ECLRS) and Reporting Central, and ability to supervise staff who manage these systems.

--Specific training and/or certification in one or more specialized areas of public health informatics, such as CDC/CSTE or PHII informatics training programs. Knowledge of Health Level 7 (HL7) standards.

--In depth experience working in a local or state public health agency, especially in communicable disease surveillance and outbreak detection and response.

--Grant writing and administration experience; supervisory and team-building experience and effective leadership skills.

--Excellent written, oral and interpersonal skills, and ability to communicate expertly with clinical and non-clinical providers.

--Ability to handle multiple and diverse assignments, and manage multiple projects in a fast-paced and high-pressure environment.

### **Additional Information**

---

#### **\*\*IMPORTANT NOTES TO ALL CANDIDATES:**

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:

- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver's license.

- Proof of Education according to the education requirements of the civil service title.

- Current Resume

- Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting's "Minimum Qualification Requirements" section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.

If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

#### **\*\*LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOHMH qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

"FINAL APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT & BUDGET APPROVAL"

## **Residency Requirement**

---

New York City Residency is not required for this position

**POSTING DATE** 07/24/2021

**POST UNTIL** 10/22/2021

The City of New York is an Equal Opportunity Employer

The logo for the City of New York, featuring the letters "NYC" in a bold, white, sans-serif font. The letters are set against a solid black rectangular background that extends across the width of the page.