

Please note:

- Open to applicants with medical (job ID: 469728) or non-medical backgrounds (job ID: 472950, see below) 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	472950
Business Title	Unit Director, Bureau of Communicable Diseases
Civil Service Title	CITY RESEARCH SCIENTIST
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	21744 Level 4B
Proposed Salary Range	\$52.97 - \$76.99 (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 senior informatics specialist or infectious disease 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) Assist with writing grants to obtain funding to support all RDDIAU initiatives and ensure grant deliverables and progress reporting timelines are met
- 10) 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

For Assignment Level I (only physical, biological and environmental sciences and public health) A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.

To be appointed to Assignment Level II and above, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

NOTE:

Probationary Period

Appointments to this position are subject to a minimum probationary period of one year.

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.

--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"

To Apply

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>. In the Job ID search bar, enter: job ID number # 472950.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

The NYC Health Department is committed to recruiting and retaining a diverse and culturally responsive workforce. We strongly encourage people of color, people with disabilities, veterans,

women, and lesbian, gay, bisexual, and transgender and gender non-conforming persons to apply.

All applicants will be considered without regard to actual or perceived race, color, national origin, religion, sexual orientation, marital or parental status, disability, sex, gender identity or expression, age, prior record of arrest; or any other basis prohibited by law.

NOTE: This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate in your resume that you would like to be considered for the position under the 55-a Program.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE	08/12/2021
POST UNTIL	12/10/2021

The City of New York is an Equal Opportunity Employer

