

GRADUATE FELLOW

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibilities for assisting in a variety of public health activities to support the local health department. The incumbent will augment the health department capacity to respond to current and emerging public health emergencies. This position is part of the NYS Public Health Corps Fellowship Program and the incumbent will serve a term of one to two years. This position differs from that of Fellow by virtue of its expanded scope and level of responsibility. The work is performed under direct supervision of a higher-level Technical or Professional employee who provides training and advisory assistance as needed. A Graduate Fellow does related work as required.

TYPICAL WORK ACTIVITIES:

- To analyze and document the impact of various chronic and infectious disease processes on the population of the county and/or communities, as well as on other specific subpopulations at risk;
- To monitor and analyze the incidence, prevalence and determinants of disease such as environment, genetics, lifestyle and access to medical care;
- To identify effective health promotion and disease prevention strategies;
- To design and/or implement health promotion and disease prevention interventions;
- To develop specific hypotheses which may lead to the better understanding of the etiology of disease entities, which affect the population of the state;
- To analyze and interpret data relating to the health status of the state's population;
- To conduct investigations which will expand the epidemiologic data base so that more precise and meaningful information will become available;
- To describe the diseases and determinants of disease in a population;
- Gathers data for the community health assessment and community health improvement plan;
- Assists in gathering material from partners to prepare to apply for re-accreditation;
- Maintains, Creates and Develops GIS (Geographic Information System) databases, shape/coverage/layer data, and linkages to various databases;
- Entering data into the GIS, providing GIS support to an assigned area, creating reports, and producing maps;
- Performs programming and analytical project responsibilities which includes: planning, developing, analyzing, and performing quality control functions to geographic related systems in support of the GIS;
- Assists with COVID-19 public health response;
- Updates and creates health related content for social media accounts;
- Assists in the tabulation and analysis of data;
- May assist in research activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of public health principles and practices; Knowledge of GIS mapping programs; Knowledge of modern office technology; Ability to read maps and drawings; Ability to establish and maintain effective working relationships with others; Ability to organize and maintain accurate records and files; Physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

Graduate Fellows must have completed a Master's degree or have completed their basic coursework and be within one semester of completing their academic program.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 2/7/2022