

Epidemiologist Tompkins County

Department: Whole Health Department

Classification: Competitive

Labor Grade: White Collar grade 14

Approved: 6/2026

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Possession of a Master's degree from a regionally accredited or New York State registered college or university in epidemiology, or in public health with a concentration in epidemiology, or a health-related field with a minimum of six (6) credits in epidemiology and six (6) additional credits in epidemiology or biostatistics; OR
2. Possession of a Bachelor's degree or higher from a regionally accredited or New York State-registered college or university and two (2) years' experience conducting data collection, analysis and reporting in support of surveillance and epidemiologic investigations and successful completion of principles of epidemiology certification for health professionals given by the Centers for Disease Control (CDC), U.S. Public Health Service.

SPECIAL REQUIREMENT:

The applicant must obtain a current valid New York State driver's license within six months of appointment and must maintain such license for the duration of employment.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our [values](#) of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

DISTINGUISHING FEATURES OF THE CLASS:

The position of epidemiologist supports Tompkins County Whole Health's efforts to monitor, investigate, analyze, and respond to communicable diseases, chronic disease trends, and other public health concerns in the community. This is a professional administrative and analytical role which will be responsible for developing, coordinating, and maintaining surveillance, evaluation, reporting, and data analysis methods used to assess community health needs, monitor disease trends, support communicable disease response, and evaluate progress related to the Community Health Assessment and Community Health Improvement Plan. The incumbent exercises independent professional judgment in the performance of epidemiology, surveillance, analysis, reporting, and public health response duties. Work is performed under the general direction of the Director of Community Health. The incumbent participates in communicable disease on-call rotation and may be required to respond to time-sensitive public health issues outside of routine work priorities. The incumbent may provide project-based direction, training, and review of work performed by clerical staff, interns, temporary staff, or project assistants assigned to epidemiology, surveillance, data collection, or reporting activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs ongoing epidemiological research and analysis of the health status of Tompkins County, including community health needs, populations at risk, disease patterns, health indicators, and emerging trends;
- Conducts routine surveillance of communicable and non-communicable diseases using public health data systems, communicable disease databases, NYSDOH systems, electronic health record data, survey tools, and other available data sources;
- Supports the investigation of disease outbreaks and coordinates response activities with guidance from the state and regional office, in collaboration with Community Health Disease Control Program including participating in on-call on a rotating basis;
- Develops policies and procedures for disease prevention and control, as directed by the Director of Community Health, Commissioner of Whole Health, and Deputy Public Health Director;
- Works closely with Whole Health leadership, Community Health, communicable disease staff, Environmental Health, the Medical Director, and other internal staff to translate data into actionable public health information;
- Coordinates with external public health, medical, school, community, and governmental partners, including NYS Department of Health representatives, healthcare providers, laboratories, hospitals, infection prevention staff, school officials, community organizations, and other agencies involved in public health planning or response;
- Oversees, coordinates, and compiles communicable disease and epidemiology reports, including but not limited to County data snapshots, surveillance summaries, Community Health Assessment materials, Community Health Improvement Plan updates, and other required or requested reports;
- Directs data collection and analysis for the Community Health Assessment, which may include designing data collection methods, coordinating surveys, convening or supporting focus groups, analyzing findings, and summarizing results for internal and community use;
- Supports implementation, monitoring, and evaluation of the Community Health Improvement Plan, including tracking interventions, assessing progress, identifying data needs, and preparing updates for leadership and community partners;
- Independently identifies data trends, patterns, gaps, or concerns requiring follow-up and prepares evidence-based recommendations that support strategic planning, community health improvement priorities, resource planning, and program decision-making for review by the Director of Community Health, Commissioner/Public Health Director, Deputy Public Health Director, and other department leadership.
- Acts as a liaison with internal staff and external partners, including the Medical Director, healthcare providers, hospitals, laboratories, infection prevention staff, NYS Department of Health representatives, schools, community organizations, governmental agencies, and other public health partners, to support communicable disease surveillance and response activities;
- May participate in meetings or communications with agency heads, hospital administrators, school leadership, community partners, elected officials, legislators, media representatives, or the public in support of or alongside department leadership, as assigned;
- Uses specialized computer applications and data systems, including but not limited to Tableau, Power BI, GIS, Excel, statistical software, survey platforms, NYSDOH reporting systems, electronic health record data, and communicable disease databases;
- Represents the Department at meetings, conferences, workgroups, and community or professional forums with local healthcare organizations, NYS Department of Health, other County departments, schools, community organizations, and the general public;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, practices, methods, and techniques of epidemiology, public health surveillance, communicable disease control, and disease prevention;
- Thorough knowledge of data collection, data validation, statistical analysis, survey design, program evaluation, and public health reporting methods;
- Thorough knowledge of recent developments, guidance, and best practices in communicable disease surveillance, investigation, prevention, and response;
- Good knowledge of community health assessment, community health improvement planning, and the use of data to identify, monitor, and address population health needs;
- Good knowledge of federal, state, and local public health laws, regulations, reporting requirements, and guidance related to communicable disease control, surveillance, and public health response;
- Ability to use specialized statistical, visualization, GIS, surveillance, survey, electronic health record, and public health reporting systems, including but not limited to Tableau, Power BI, GIS, Excel, NYSDOH systems, statistical software, survey platforms, and communicable disease databases;

- Ability to collect, clean, validate, analyze, interpret, and present complex public health data accurately and effectively;
- Ability to develop dashboards, reports, maps, data visualizations, surveillance summaries, and technical presentations used in communications with the public, legislators, media representatives, outside agencies, healthcare administrators, school leadership, other County departments, and community partners;
- Ability to understand, interpret, and apply complex written regulations, technical guidance, public health standards, and reporting requirements;
- Ability to interpret, explain, and prepare reports on complex epidemiologic findings to technical and non-technical audiences;
- High interpersonal skills needed to teach, advise, influence, and coordinate cooperation among internal divisions, healthcare providers, schools, laboratories, community organizations, state and regional public health agencies, and other partners;
- Ability to communicate effectively in sensitive, time-sensitive, or high-concern public health situations, including situations involving communicable disease investigations, outbreak response, public concern, or competing partner priorities;
- Ability to advise the Commissioner/Public Health Director, Deputy Public Health Director, Director of Community Health, Medical Director, and other department leadership on epidemiologic findings, public health trends, surveillance results, and recommended response strategies;
- Ability to establish and maintain effective working relationships with public health staff, department leadership, and community partners;
- Ability to manage multiple priorities, meet time-sensitive reporting or response deadlines, and maintain accuracy under pressure;
- Ability to perform detailed visual review of multiple lines of data, spreadsheets, dashboards, maps, reports, and technical materials with accuracy;
- Ability to maintain confidentiality and use sound judgment when handling protected health information, sensitive public health data, and confidential records;
- Physical condition commensurate with the demands of the position

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E81