

## SENIOR EPIDEMIOLOGIST

**Job Title:** Senior Epidemiologist

**Department:** Managed Care Operations

**Reports To:** Director and Senior Director of Managed Care Operations

**FLSA Status:** Exempt

**Annual Salary Range:** \$125,000.00 - \$150,000.00

### **SUMMARY OF POSITION:**

California Mental Health Services Authority, CalMHSA, is a Joint Powers Authority (JPA) serving California's county-based Behavioral Health system of care. Our mission is to support counties in the service of the most vulnerable people living in the state.

Under the direction of the Director of Managed Care Operations/Senior Director of Managed Care Operations, the Senior Epidemiologist represents a full-time staff position within the California Mental Health Services Authority (CalMHSA). The Sr. Epidemiologist is responsible for investigating, analyzing health statistics, and preparing reports of finding and proposed design of projects/programs. Additionally, this position provides education and training to team members assigned to them, and coordinates with healthcare professionals.

### **KEY ACTIVITIES :**

- Plans, conducts, and evaluates epidemiological studies and investigations, including the development of study design and methodology, analysis of case and control data, and preparation of reports on the study or investigation findings.
- Supports program and policy planning activities for the CalMHSA clients, with reports and information and by serving as an epidemiological content specialist on program planning.
- Conducts complex data analyses on large and small datasets using methodological techniques and computer software appropriate for epidemiological analysis.
- Conducts investigations of public health issues, including collecting and analyzing health and behavioral health data; prepares interpretation of findings and disseminates reports, dashboards and recommendations. .
- Demonstrates strong technical skills, (epidemiologic data analytic skills, and experience with statistical programs and data visualization software) as well as the ability to effectively translate data to the public.
- Analyzes trends; assesses individual- and community-level risk factors in the population; interprets and reports findings that have public health implications and develops policy recommendations.
- Participates in the preparation of grant applications to support enhanced surveillance and targeted epidemiologic research on a specific mental health-related problem.

- Responds to complex requests for data on behavioral health related statistics and associated risk and protective factors.
- Other duties, as assigned. Maintain required documentation regarding treatment activities and authorization actions and communicate actions as required.
- Maintain current understanding of the rules, regulations, policies, procedures, guidelines from governing bodies and assure compliance with state, federal, and local requirements.
- Coordinate with relevant stakeholders including facilities, practitioners, and beneficiaries.
- Perform other duties as assigned.

**REQUIRED EDUCATION/EXPERIENCE:**

Requires a master's or doctoral degree with concentration in epidemiology, biostatistics or public health with a specialization in epidemiology and three (3) years of qualifying epidemiology experience, preferably specializing in mental health and/substance use disorders or an acceptable equivalent combination of education and experience.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the experience, knowledge, skill, and/or ability required.

**SKILLS AND ATTRIBUTES:**

- Ability to establish and meet tight deadlines.
- Ability to multitask and organize multiple streams of work effectively; attention to detail and accuracy is required.
- Experience working with modeling techniques to predict trends or assess the impact of public health efforts in mental health prevention services.
- Experience working with advanced statistics (e.g. Poisson, generalized linear, logistic, logic, negative binomial, hierarchical, and Bayesian regression).
- Experience working with statistical software packages including R and Statistical Analysis Software (SAS) and data query/analytic functions (e.g. merging, concatenating and transposing large datasets, and using macros, arrays, SQL).
- Experience with a wide range of available data sources, and is able to analyze electronic medical records, population health data, social service program information, or other relevant databases.
- Experience in leading behavioral health program evaluations and investigations, and conducting outreach initiatives among high risk populations.
- Able to act with a high degree of emotional intelligence.
- Strong communication and time management skills; able to supervise and direct team members assigned to work under direction of the senior epidemiologist.

- Ability to identify confidential and sensitive information and handle with tact and discretion. Effective written and oral communication skills; including an ability to synthesize information from a variety of sources
- Demonstrated sense of urgency, initiative, and responsiveness; proactive approach to work
- Must have strong interpersonal and communication skills - verbal and written
- Possess the interest and ability to work well with a multidisciplinary team to develop solutions to support CalMHSA's members
- Highly analytical approach to problem analysis and problem-solving
- The ability to read, understand and implement regulatory language
- Ability to effectively collaborate with individuals with varying levels of skill

**COMPUTER SKILLS:** Demonstrate the ability to use a computer and applicable computer software effectively. Intermediate knowledge of Excel & Word, PowerPoint, Adobe, and Outlook.

**LANGUAGE SKILLS AND MATHEMATICAL SKILLS:** Demonstrate the ability to read, comprehend, and respond appropriately through written or verbal form; demonstrate tactfulness when communicating including internal communication with staff members of all levels; ability to communicate with a variety of audiences effectively. Ability to add, subtract, multiply, and divide in all measure units, using whole numbers, common fractions, and decimals.

**REASONING:** Demonstrate the ability to effectively apply common sense and follow through to daily tasks; demonstrate the ability to work with little or no supervision; demonstrate excellent analytical and critical thinking skills; demonstrate the ability to efficiently conduct research and ask appropriate probing questions to complete necessary tasks.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and stand; use phone and headset; use hands, arms, fingers to type; answer phones; write; use calculator; demonstrate strength to lift and carry materials weighing up to 10 pounds; demonstrate clear vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

**SENSORY DEMANDS:** The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering information which requires attention to detail and high levels of accuracy.

**MENTAL DEMANDS:** There are a number of deadlines associated with this position, which may cause significant pressure. The incumbent must also attend to a wide variety of individuals regarding various topics/challenges.

**REGULAR WORK SCHEDULE:** Schedule varies depending on business needs; however, regular company business hours are 8:00am to 5:00pm, Monday – Friday.