



CIVIL SERVICE COMMISSION
COUNTY OF MADERA
ANNOUNCEMENT OF EXAMINATION

COMMUNICABLE DISEASE INVESTIGATOR
\$2851 - \$2994 - \$3143 - \$3301 - \$3466/Month

POSITION:

Essential

Functions: Perform a variety of para-professional, clinic and community health activities.
Perform field investigation work for the prevention and control of communicable diseases.
Provide information and advocacy services.

APPLICATION:

Apply: Department of Human Resources, 4th Floor
200 West 4th Street, Madera, California 93637
Phone: (559) 675-7705 or TDD Telephone: (559) 675-8970
24-Hour Job Line: (559) 675-7697
Website: www.madera-county.com

FINAL FILING DATE: NOVEMBER 25, 2009 (Official applications must be received by 5:00 P.M. on the final filing date. Postmarks not accepted. Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the examination.) ****Those applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application.*** Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return. For additional information, please contact the Department of Human Resources.

PHYSICAL:

As a condition of employment with the County of Madera, a candidate must pass an employment medical examination, and review of medical history given by the County Health Department and/or health care professional designated by the County.

EXAMINATION PROCESS:

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final grade on an examination, they may be ranked in order of their scores in that portion of the examination which has the greatest weight. In case this fails to break the tie, they may be ranked in the order of filing applications. ****Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

Madera County does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any of its programs or activities.

EQUAL OPPORTUNITY EMPLOYER

QUALIFICATIONS:

- Knowledge of: Pertinent laws, codes and regulations including those related to the communicable disease.
Basic principles of epidemiology and/or communicable disease.
Community health techniques and procedures.
Basic human anatomy and physiology.
First aid procedures.
Basic laboratory techniques.
Available community resources.
Investigative techniques, including interviewing.
Basic education techniques and data collection.
- Skill to: Operate a motor vehicle safely.
- Ability to: Interpret, apply, and explain the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
Establish and maintain effective professional relationships.
Understand and follow instructions and procedures.
Obtain facts from clients in sensitive situations.
Recognize pertinent information.
Organize and maintain a caseload.
Communicate effectively in order to make presentations.
Communicate effectively in writing and prepare a variety of reports.
Conduct investigations and to enforce/obtain compliance with legal standards.
Analyze situations and information accurately and adopt an effective course of action.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

TWO (2) YEARS OF EXPERIENCE PERFORMING A VARIETY OF PARA-PROFESSIONAL MEDICAL DUTIES IN A HOSPITAL, CLINIC OR COMMUNITY HEALTH AGENCY UNDER THE SUPERVISION OF LICENSED MEDICAL PERSONNEL; AND EQUIVALENT TO GRADUATION FROM A TWO (2) YEAR COLLEGE WITH COURSE WORK OR TRAINING IN SOME OR ALL THE FOLLOWING AREAS: PSYCHOLOGY OR COMMUNICATIONS; PHYSIOLOGY, INCLUDING THE CONCEPTS AND TREATMENTS OF COMMUNICABLE DISEASES; ANATOMY; AND BIOLOGY; AND POSSESSION OF, OR ABILITY TO OBTAIN, AN APPROPRIATE, VALID CALIFORNIA DRIVER'S LICENSE.

SPECIAL REQUIREMENTS:

Essential duties may require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, chemicals, and infectious disease; ability to travel to different sites and locations.

For additional information, the full job description is available for review by contacting the Human Resources Department at (559) 675-7705, or by visiting www.madera-county.com.

BENEFITS:

Benefits of employment with the County of Madera include 13 paid holidays per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); membership in the Public Employees' Retirement System (PERS), including an enhanced 2.7% @ 55 retirement benefit formula; County participates in the Public Employees' Retirement System Health Benefit Program and for certain selected health plans, the County pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage; additional salary increases after 10, 15, and 20 years of service.

Communicable Disease Investigator

October 26, 2009
(09-028)

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE COUNTY OF MADERA RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH COUNTY CIVIL SERVICE STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY DEPARTMENT OF HUMAN RESOURCES.