



STATE OF COLORADO
invites applications for the position of:

Food Safety Center of Excellence Epidemiologist- 1788

**A residency waiver has been granted for this announcement.
Applications will be considered from residents and non-
residents of Colorado.**

CLASS TITLE: HEALTH PROFESSIONAL III

LOCATION: Denver, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 4300 Cherry Creek South Drive, Denver, CO 80246

SALARY: \$4,466.00 - \$6,538.00 Monthly
\$53,592.00 - \$78,456.00 Annually

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 10/04/18

CLOSING DATE: 10/25/18 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



COLORADO
Department of Public
Health & Environment

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We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of diverse backgrounds and abilities.

Make a real difference . . .

Do you have a passion and drive to apply your talent to create a healthier Colorado? Are you looking for a career that provides you with opportunities to improve the world around you? The Colorado Department of Public Health and Environment (CDPHE) is seeking diverse individuals from all backgrounds to contribute to its mission to protect and improve the health of Colorado's people and the quality of its environment.

If your goal is to build a career that makes a difference, consider joining the dedicated people at CDPHE. Our tobacco-free, walkable campus offers free parking and is conveniently located near the Cherry Creek bike path, Whole Foods, Glendale City Set, RTD bus lines, and the Cherry Creek Shopping Center. In addition to a great location and rewarding, meaningful work, we offer:

- [Health Links certified Family Friendly Business](#)
- Potential qualification to have student loans forgiven through the federal [Public Service Loan Forgiveness Program](#)
- Tuition assistance for current enrollment in college coursework
- Excellent work-life programs, such as flexible schedules and a variety of employee resource groups
- Employee wellness program including locker rooms, bike storage lockers, on-site yoga, and health insurance premium savings
- Mentoring program with opportunities for mentors and mentees
- Internal professional development opportunities on a wide variety of subjects
- Distinctive career advancement opportunities throughout the State system
- Strong retirement benefits through the [Public Employees Retirement Association \(PERA\)](#)
- [Medical and dental health insurance plans](#)
- State-paid life insurance and short-term disability and optional employee-paid long-term disability
- 10 paid holidays per year, paid vacation and sick leave, paid volunteer and parental academic leave, and educational leave

DESCRIPTION OF JOB:

CDPHE has an exciting opportunity to be a part of a team supporting foodborne outbreak investigations in a 10-state region. We are recruiting public health professionals with hands on foodborne outbreak investigation experience.

Work Unit

The Communicable Disease Branch exists to monitor, investigate, and control epidemic and communicable diseases affecting the public health in Colorado, as required under Colorado statute, including enteric diseases, invasive bacterial diseases, respiratory diseases, vaccine preventable diseases, zoonotic diseases, foodborne and waterborne diseases, and healthcare-associated infections.

What you'll be doing...

This position will contribute to CDPHE activities in the [Colorado Food Safety Center of Excellence](#), which is a collaborative initiative between CDPHE, the Colorado School of Public Health, and Colorado State University. The position develops and delivers training on Foodborne Illness Outbreaks, evaluates trainings and program metrics, and serves as subject matter expert on foodborne outbreak investigations to other local, state, and US territorial health departments. This position will serve as a CDPHE representative in meetings related to the Center of Excellence with other state health departments, CDC, local public health agencies, and other partners during meetings in Colorado and around the United States.

- Develop, promote, and deliver trainings on foodborne outbreak investigation to state and local public health professionals.
- Conduct ongoing evaluation of the Food Safety Center of Excellence program, tools, resources, and trainings.
- Serve as subject matter expert on foodborne outbreak investigations by: (1) providing technical assistance to other public health agencies in Colorado, the United States, and US territories, (2) creating new tools and resources on foodborne illness outbreak investigations, (3) contributing to Food Safety Center of Excellence work groups and projects.
- Contribute to coordination of CDPHE activities of the Colorado Food Safety Center of Excellence
- Contribute to submission of annual grant application and writes progress and workplan for CDPHE-led activities.

- Serves as a CDPHE representative in meetings related to the Center of Excellence with other state health departments, CDC, local public health agencies and other partners.
- Participates in enteric disease outbreak investigation as needed to assist the communicable disease branch when extra staffing is needed and assess firsthand the outbreak investigation techniques in use.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

What you must have (minimum qualifications)

- Graduation from an accredited college or university with a bachelor's degree in biology, chemistry, epidemiology, nursing, public health, environmental health, or a closely related field.

AND

- Two years of professional experience investigating foodborne outbreaks.

Substitutions

- Work experience in the healthcare or public health fields may substitute for the bachelor's degree on a year-for-year basis.
- A graduate degree in biology, chemistry, epidemiology, nursing, public health, environmental health, or a closely related field may substitute for the bachelor's degree and one year of experience.

The required experience must be substantiated within the work experience section of your application. Your resume will not be reviewed to determine if you meet the minimum qualifications; only the work experience section of your application will be reviewed to determine this. "See Resume" statements on the application will not be accepted. In addition, part-time work will be prorated.

A copy of your college/university transcript must be submitted at the time of application (Unofficial transcripts are acceptable.)

What we really hope you have (preferred qualifications)

Our ideal candidate possesses the following, in addition to the minimum qualifications.

- Hands on experience conducting foodborne illness outbreak investigations
- Disease interview and disease control experience
- Experience in data analysis
- Passion for working with other public health agencies through phone, video-conference, and travel.
- Master's in Public Health with coursework in epidemiology and biostatistics
- Accountability
- Excellent active listening, customer service, and interpersonal skills
- Careful about detail and thorough in completing work tasks.
- Ability to use critical thinking when making decisions or solving problems
- Ability to present information accurately, effectively, and concisely, both verbally and in writing

Conditions of Employment

- Must be willing and able to independently travel up to 20% of the time.
- A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this

position. Should your background check reveal any charges and convictions, it is your responsibility to provide the Colorado Department of Public Health and Environment Human Resources office with an official disposition of any charges.

- On Call Status: Must be willing to be on-call in the event of an emergency (e.g. bio-terrorist attack, chemical attack, disease outbreak, or all hazards) and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place.
- On Call Status: Must be willing to be on-call in the event the activation of the Continuity of Operations Plan (COOP) and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place.

SUPPLEMENTAL INFORMATION:

Applicant Checklist: The following must be submitted by the application deadline.

1. A completed State of Colorado application submitted online via colorado.gov/jobs by the application deadline.
2. A cover letter that describes how your experience aligns with the minimum and preferred qualifications of this position. Cover letters must be uploaded as an attachment to your colorado.gov/jobs application. Cover letters will not be accepted after the closing date and time of the announcement.
3. If you are a veteran, a copy of your DD214 attached to your colorado.gov/jobs application.
4. If using education to qualify, a copy of your college/university transcripts. Transcripts can be attached to your colorado.gov/jobs application.

The Selection Process: Applicants will be notified at each step in the selection process via email. Emails will come from info@governmentjobs.com.

1. All applications that are received by the closing of this announcement will be reviewed against the Minimum Qualifications in this announcement. Candidates who meet the minimum qualifications proceed to the next step.
2. Colorado Revised Statutes require that state employees are hired and promoted based on merit and fitness through a comparative analysis process.
 - a. Part of, or all of, the comparative analysis for this position may be a structured application review, which involves a review of the information you submit in your application materials by Subject Matter Experts (SMEs) against the preferred qualifications.
3. A top group, up to six candidates, will be invited to schedule an interview with the hiring manager.

Appeal Rights: If you receive notice that you have been eliminated from consideration for the position or that as a result of no longer being considered, you were discriminated against, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination. Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging. If an applicant seeks to have an allegation of discrimination reviewed by the Board, that person must file an appeal (petition for hearing) within 10 days of the action or receipt of any final written selection decision. Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb. A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also applies to all charges of discrimination.

E-Verify: CDPHE uses e-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about [E-Verify](#), including your rights and responsibilities.

You must be legally eligible to work in the United States to be appointed to this position. CDPHE does not sponsor non-residents of the United States.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

TRANSCRIPTS REQUIRED:

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

N/A

DEPARTMENT CONTACT INFORMATION:

katie.flood@state.co.us

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

Position #FAA01788-10/18
FOOD SAFETY CENTER OF EXCELLENCE EPIDEMIOLOGIST-
1788
KF

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Food Safety Center of Excellence Epidemiologist- 1788 Supplemental Questionnaire

- * 1. CDPHE: If you are a current or previous State of Colorado classified employee, please provide your Employee Identification Number (EID) in order to verify your current or previous employment. Your EID begins with 997 and is nine digits long. Please do not enter your Social Security Number.
- * 2. As a condition of employment, are you willing and able to independently travel approximately 20% of the time?
☐ Yes ☐ No
- * 3. CDPHE-A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide the Colorado Department of Public Health

and Environment Human Resources office with an official disposition of any charges. As a condition of employment, are you willing and able to submit to a background check if offered the position.

☐ Yes ☐ No

- * 4. CDPHE--This position requires On-Call Status: As condition of employment, candidates must be willing to be on-call in the event of an **emergency**, (e.g., bio-terrorist attack, chemical attack, disease outbreak or all hazards) and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place. As a condition of employment, are you willing and able to comply with this requirement?
- ☐ Yes ☐ No
- * 5. CDPHE--COOP: This position requires On-Call Status as condition of employment, candidates must be willing to be on-call in the event of the activation of the **Continuity of Operations Plan (COOP)** and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place. As a condition of employment, are you willing and able to comply with this requirement?
- ☐ Yes ☐ No
- * 6. Part of, or all of, the selection/comparative analysis process for this position may involve a review of the information you submit in your application materials. One of the documents required to apply for this position is a cover letter. Your cover letter should describe the extent that you possess the education and experience relating to the minimum AND preferred competencies for this position. Failure to include a cover letter may prevent you from competing in subsequent measures used to arrive at a top group of applicants. Have you prepared a cover letter and attached to your application? (If not, you may go back and do so now.)
- ☐ Yes ☐ No
- * 7. Part of the required application materials includes a copy of your college or university transcript to verify the education requirements. Unofficial copies from an accredited college or university are acceptable. Have you included your transcript(s) as an attachment to your application? (If not, you may go back and do so now). Please note: Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.
- ☐ Yes, I have attached my transcript(s) that will be used to verify whether or not I meet the education requirement as announced.
- ☐ No, I have not attached the required transcripts to my application. I understand that if transcripts are not submitted, my fulfillment of the educational requirement will not be verifiable and I may not proceed in the selection process, unless I meet the allowable substitution.
- * 8. If you are a veteran, please attach your DD214 to your application. If you have a disability, also attach the letter issued to you from the Veterans Administration verifying that you are currently receiving monetary benefits or you that have a disability retirement. Did you attach a copy of your DD214 to your application?
- ☐ Yes, I have attached a copy of my DD214 to my application.
- ☐ No, I am not a veteran.
- ☐ No, I am a veteran, but I do not qualify for veterans' preference in selection.
- * 9. Describe your experience investigating foodborne outbreaks.

* Required Question