

BERKSHIRE REGIONAL PLANNING COMMISSION – POSITION DESCRIPTION

PART I: ORGANIZATIONAL INFORMATION

Position Title Planner (Epidemiologist) – Public Health	Effective Date of Position Description May 1, 2024
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PART III: POSITION SUMMARY

This section contains a summary of the main responsibilities and requirements for **all Planner positions** within BRPC. Specific responsibilities and requirements for individual staff are described in PART III.

The major responsibilities of this position are:

1. Program/Project Responsibilities

The Planner serves as a team member for multiple regional and municipal planning and implementation projects. Responsibilities include:

- a. Performs a wide range of functions within the area of specialization, including research, data collection, assessment and evaluation, and development of plans, reports, and other material for publication;
- b. Leads and facilitates public participation in planning projects and plan formulation and implementation;
- c. Reviews analyses of impacts in the area of expertise;
- d. Completes assigned tasks according to schedule and hour/budget allocations;
- e. Provides support to Project and Program Managers as necessary;
- f. Works with Senior Planners and Program Managers to identify possible new projects/programs.

2. Overall Agency Responsibilities:

- a. Provides support to ongoing outreach and other activities, such as the agency newsletter, training, and website;
- b. Provides staff support to agency committees;
- c. Provides support to the organization and management of the agency's material related to their area of expertise;
- d. Provides technical assistance and expertise to Berkshire region municipalities;
- e. Provides technical assistance and support to other agency initiatives and projects;
- f. Interacts at a staff level with state and federal agencies in areas of expertise and in working on regional and state coordinating groups;
- g. Develops grants and provides support material for grant development and project management;
- h. Provides staff and technical support for Clearinghouse reviews as requested.

The minimum qualifications for this position are:

A. Education or training:

- a. Master's degree in planning or a relevant field from an accredited college or university is required. Bachelor's degree in a relevant field and two years of relevant experience may be substituted for a master's degree.

B. Special licenses, registration, or certification:

- a. Valid driver's license allowing operation of a motor vehicle in Massachusetts.

C. Knowledge, skills, and abilities:

- a. Strong research and analytical skills, with the specific ability to analyze complex technical issues and formulate recommendations;
- b. Ability to complete multiple tasks on time and within budget;

- c. Excellent communication skills, especially the ability to write effectively, work directly with local officials and boards, and provide clear explanations to other BRPC staff;
- d. Strong skills in being able to communicate and work effectively with a wide range of people and organizations in a collaborative fashion;
- e. Ability to conduct fieldwork and participate in public meetings in all parts of the region utilizing a personal vehicle;
- f. Must have working proficiency in Microsoft Office programs.

PART III: DETAILED POSITION DESCRIPTION

Position Title Planner (Epidemiologist) – Public Health	Effective Date of Position Description May 1, 2024
Name OPEN	Effective Date of Position Description Public Health Program Manager

This section contains a description of the main responsibilities and requirements for this specific position **in addition** to those described in PART II.

1. Program/Project Responsibilities

The Public Health Planner/Epidemiologist will provide epidemiological research and analysis and other support to the Berkshire Public Health Alliance, including the Public Health Nurses, the inspectional services team and other projects originating from the Alliance. The PH Planner/Epi will also provide support to PH Program projects including but not limited to, Healthy Aging projects, Substance Use Disorder projects, Community Health Improvement Planning and Emergency Planning.

a. Epidemiological Research and Analysis

- Conduct epidemiological research on various topics and populations.
- Review already written surveys, plans, articles and studies to support epidemiological research.
- Conduct independent/original research when necessary.
- Review and analyze results
- Present in a manner that is accessible to the intended audience, including, but not limited to charts, maps, graphs, and narrative.
- Provide relevant content for website(s)
- Suggest ideas for future investigation or implementation

b. Support Public Health Nurses

- Assist with gathering relevant data to support public health education campaigns and best practices
- Produce MAVEN reports and analyze data
- Assist with epidemiological research and analysis during reportable disease outbreaks
- Assist with quarterly reporting and newsletters
- Assist with content for GetVaccinatedBerkshires.org and other websites and social media

c. Community Health Improvement Plan (CHIP)

- Assist with CHIP data collection and analysis
- Assist with writing of plan and updates
- Provide support for meetings and public events

- Provide input on priorities, strategies and interventions

d. *Other PH Programs*

- Represent BRPC and the Alliance in meetings and on local, regional and state committees/subcommittees.
- Assist with research and analysis for other PH Program areas such as substance use, healthy aging, emergency preparedness, climate resiliency, and others.
- Assist with the facilitation of meetings, including scheduling, note-taking and other tasks
- Assist with administrative tasks related to PH projects
- Produce and distribute PHP newsletters, including developing and arranging content, graphics, etc.
- Develop and distribute flyers for events
- Attend community events representing BRPC/the PH Program, including occasional weekends & evenings
- Communication and follow-up with community partners and subcontractors
- Assistance in the identification & preparation of grants and reports
- Coordination and participation in public events and meetings
- Interact with state agencies, regional and federal partners
- Attend trainings, state or regional conferences and webinars.
- Assistance with surveys or other information gathering or research functions as appropriate
- Other tasks as directed.

2. Overall Agency Responsibilities:

Details of the specific position responsibilities will be finalized depending on the unique skills and qualifications of the successful candidate from amongst the following items:

- Assist with grant development
- Provide local technical assistance to communities
- Support and assistance with agency outreach and educational activities such as the agency newsletter, webpage and CPTC trainings and 5th Thursday dinners.

The minimum qualifications for this specific position are:

A. Education or training:

- Masters Degree in a relevant field from an accredited college or university is required; or Bachelor's degree in a relevant field and two years of relevant experience may be substituted for a master's degree; or 6+ years relevant experience be substituted for Bachelor's degree and 2 years relevant experience.
- Must have some epidemiological training.
- Master's in Epidemiology or closely related field and experience working as an epidemiologist preferred.

B. Special licenses, registration, or certification:

- Driver's license valid for use in the United States

C. Knowledge, skills, and abilities:

- Strong knowledge of epidemiological practices, methods and analysis
- Strong research and analytic skills in working with a wide variety of information and data and utilizing it effectively in the public decision-making process;
- Ability to work on multiple projects on time and within budget;
- Excellent communication skills, especially the ability to write effectively and to provide guidance to local officials and boards;

- e. Knowledge of public health principles, including grounding in social determinants of health, harm reduction, anti-racism and anti-poverty principles.
- f. Strong background and skills in a variety of public participation and education techniques;
- g. Working proficiency in Microsoft Office programs;
- h. Ability to conduct field work and to participate in public meetings in all parts of the region and to travel outside the region utilizing personal vehicle.

PART IV: PERFORMANCE PLAN: July 1, 2023 – June 30, 2024

N/A

(Additional Comments by Employee)

PART V: SIGNATURE LINES

We understand the above statements, and they are complete to the best of our knowledge.

Employee's signature _____

Date _____

Supervisor's signature _____

Date _____

Executive Director's signature _____

Date _____