



University System of Maryland Job Class Specification

TITLE: EPIDEMIOLOGICAL ASSISTANT II
FLSA: NONEXEMPT
EEO6: H40
IPEDS-SOC: C-193099

JOB CODE: N07EP2
JOB TYPE: INST SPECIFIC UMB
JOB FAMILY/SERIES: RES

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under general supervision, performs moderately complex study collection and maintenance activities and assists in data analysis.

PRIMARY DUTIES

1. Assesses study participant medical eligibility in accordance with established protocols, and interviews and/or tests participants.
2. Collects data such as bone density, neuromuscular, and anthropometric measurements.
3. Assists in designing and developing database tracking systems; maintains databases. Assists in generating status, exception, progress and other types of standard or custom reports.
4. Assists in preparing study forms, documenting survey instrument instructions, writing questionnaire specifications, and writing study protocols and code books.
5. Assists in pretesting and refining data collection and input instruments.
6. Performs quality assurance checks by evaluating for completeness, accuracy, and timeliness data sent in by field personnel.
7. Performs all of the duties of the Epidemiological Assistant I.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

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EDUCATION: High School Diploma or GED

EXPERIENCE: Three years of related experience

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of basic interviewing techniques used in the collection of epidemiological survey data. Skill in the use of applicable hardware such as mainframe, mini, personal or laptop computers and applicable software applications; in performing basic medical tests such as taking vital signs and drawing blood and ability to perform other related medical tests such as neuromuscular testing; in performing arithmetic calculations; in performing routine clerical tasks; in filing documents in alphabetic and numeric sequence; in operating manual and automated office equipment; in managing workload and using time effectively; in working in a non-office setting. Ability to communicate effectively with widely diverse groups of people both in person and over the phone; to communicate effectively in writing and to compile and summarize information into concise and accurate reports; to locate and retrieve files and records from confined spaces and locations which are not easily accessible.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Some positions may require employees to possess a valid Maryland Noncommercial Class C or equivalent driver's license and to use their personal vehicle for transportation. Some positions may require overnight travel.