

## FUNCTIONAL JOB DESCRIPTION

**JOB TITLE:** Controlled Substances Monitoring Program (CSMP) Epidemiologist 1

- This is a professional position with the West Virginia Board of Pharmacy.

**EFFECTIVE DATE:** September 1, 2020

Page | 1

### **NATURE OF WORK:**

Incumbent will be responsible for epidemiological activities of the State's Prescription Drug Monitoring Program (PDMP), known in West Virginia as the Controlled Substances Monitoring Program (CSMP). The CSMP is the core component of the State's strategy to address prescription drug abuse and diversion. Under the general supervision of the CSMP Epidemiologist 2, and in association with the West Virginia Violence and Injury Prevention Program (WVVIIPP)<sup>1</sup> and the Office of Drug Control Policy (ODCP), incumbent will support the use of the CSMP as a public health surveillance system.

Incumbent will be housed in the Diamond Building at 350 Capital Street, Charleston, West Virginia. Incumbent's work hours will be 8:00 a.m. to 4:00 p.m. Monday through Friday. A criminal background check will be conducted prior to hiring.

### **JOB DUTIES:**

- Provide epidemiological analysis for generation of reports for various audiences and providers.
- Prepare and maintain required reports.
- Perform analysis on available data sets to identify high burden areas.
- Serve as the CSMP's lead contact with local health departments to assess community needs.
- In coordination with the CSMP Epidemiologist 2, design and test procedures to link CSMP data to available health outcome and/or law enforcement data.
- Work closely with the WVVIIPP and ODCP to develop and maintain a data dashboard.
- Contribute to the continuous quality improvement of the CSMP.
- As directed, create and deliver presentations to both internal and external stakeholders.
- Assist in responding to data requests from internal and external stakeholders.
- Ensure the confidentiality of protected information.
- Provide consultative and technical assistance as requested by the CSMP Epidemiologist 2 and/or West Virginia Board of Pharmacy Executive Director.
- As directed by the CSMP Epidemiologist 2 and/or West Virginia Board of Pharmacy Executive Director, attend meetings and conferences.

---

<sup>1</sup> West Virginia Department of Health and Human Resources Bureau for Public Health subunit responsible for implementing Centers for Disease Control and Prevention (CDC) National Center for Injury Prevention and Control (NCIPC) cooperative agreements

## FUNCTIONAL JOB DESCRIPTION

### MINIMUM QUALIFICATIONS:

Master's Degree in Epidemiology, Public Health, Biostatistics or other health-related field from an accredited college or university, OR graduation from an accredited school of nursing with state licensure and three years of full-time or equivalent part-time paid experience in conducting epidemiology.

Page | 2

- Substitution: Bachelor's degree in biology, physical, behavioral, or natural sciences from an accredited college or university, AND two years of full-time or equivalent part-time paid experience in conducting epidemiology, including disease investigation, risk assessment or environmental epidemiology may substitute for the required Master's Degree.

*Note: Transcripts must be submitted for all required or related courses. Transcripts must be from an accredited educational institution and can be official or unofficial at time of application. If you are using your education to meet the minimum qualifications and do not attach your transcripts your application may be removed from consideration.*

### DESIRED ATTRIBUTES:

- A thorough knowledge of the principles, practices and techniques of epidemiology is required.
- A working knowledge of biostatistical techniques sufficient to describe and analyze health related data as collected in the state is required.
- Ability to professionally communicate with individuals of varied backgrounds is required.
- Skill in oral and written communications is required.
- A valid West Virginia driver's license is required.

*Note: Well qualified candidates will have at least two years of significant professional practice in performing advanced data linkages and analytic surveillance using multiple data sources, and computer skills using database and statistical software (Excel, SAS, SPSS, STATA, Access), web applications and information technology systems, and advanced software for display and mapping of epidemiologic data (e.g., ArcGIS).*

### CONTACT INFORMATION:

**G. Nathan Wood, MPH**  
CSMP Epidemiologist  
West Virginia Board of Pharmacy  
350 Capitol St., Rm. 427  
Charleston, WV 25301  
304-356-4359  
304-558-3510 (fax)  
[nathan.g.wood@wv.gov](mailto:nathan.g.wood@wv.gov)