



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

STD INVESTIGATOR COUNSELOR SUPV

Job Number: 20000996

Job Code: 41980V231016

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 08/16/1988

Job Revised: 10/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides direct supervision to field staff and coordinates sexually transmitted disease (STD) control activities conducted by local health departments; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of experience investigating sexually transmitted diseases.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience as a registered nurse, licensed practical nurse, laboratory technician, or related field will substitute for the required college on a year-for-year basis. Current or prior military experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license to qualify for employment in this job classification. Must have successfully completed Phlebotomy and HIV Rapid Test training as verified and determined by the hiring agency. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials for the

length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises activities of subordinate STD Investigators. Assigns workload to staff to ensure that the case load is distributed equitably and prepares work schedules to include assigned clinic coverage and field investigations. Periodically conducts interviews, field and workload audits, and demonstrates proper techniques to subordinates. Reviews priority cases and develops necessary procedures to further case resolution. Monitors disease trends and identifies problems and deficiencies that could result in outbreaks of a priority STD. Provides in-service training to STD field staff and local health department personnel. Maintains patient records and is responsible for update of records to show the medical/epidemiologic status of each patient. Prepares and submits a variety of statistical and epidemiologic reports.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically conducted in an office setting. Substantial travel is usually required in making field visits to schools, civic, and community organizations.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for the position at issue. Applicants and employees in this job title may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.