

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PUBLIC HEALTH PROGRAM ASSOCIATE

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions performing contact tracing and disease investigation work resulting from an epidemic or pandemic as limited term employees. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification specification encompasses paraprofessional support positions performing work to assist with tracing the course of a disease associated with an epidemic or a pandemic with the primary purpose of contacting members of the public who have been infected, or may have been infected, with the applicable disease to obtain and record information from them and to communicate any relevant public health guidance or requirements. Work within this classification fits within the allocations of 1) contact tracer and 2) disease investigator.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the definition of management and/or supervisor in s. 111.81(13) and (19), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission;
2. Positions performing professional work observing, describing, quantifying, and developing theories about the patterns, characteristics, causes, and prevention of disease and injury affecting population health or otherwise perform of majority of work described within the Epidemiologist classification series and should otherwise be classified within that series;
3. Positions which are not filled by a limited term appointment, as defined in ER-MRS 1.02 (13), Admin. Code; or

4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

CONTACT TRACER

Positions allocated to this classification fit within two allocation patterns: 1) contact tracer or 2) disease investigator. Contact tracers initiate calls with patients newly diagnosed with a disease to identify any contacts (i.e., other people that may have been exposed to the patient) and to provide information to both the patient and contacts about procedures or requirements they must follow. Disease investigators call patients diagnosed with a disease to obtain additional information about the patient, ensure records are accurate, provide detailed procedures and care information in case symptoms worsen, evaluate how well the patient may be able to conform with public health guidance and follow up procedures and care, ensure daily monitoring information is in place, and help the patient to identify possible close contacts.

All positions within this classification spend significant time recording information within relevant databases, ensuring accuracy of all recorded information, and communicating with the people who may have had exposure or be diagnosed with the disease be tracked. Team leaders, mentors, and process experts may also be designated within these allocation patterns.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created to develop a classification to identify contact tracers and disease investigators and is effective December 6, 2020 and announced in bulletin DPM-0542-CC/SC.