

## COVID-19 Regional Database Manager

### Summary

Case investigation, contact tracing, and contact follow-up and monitoring will need to be linked with timely testing, clinical services, and agile data management systems to facilitate real-time electronic transmission of laboratory and case data for public health action. Case management tools can help automate key pieces of the contact tracing process, making the overall process more efficient. COVID-19 Data Managers enter data into relevant systems and maintain those systems for up to date case investigation purposes.

### Typical Work Activities

- Enter data, maintain data, and retrieve data from COVID-19 case and contact tracing systems.
- Enters and retrieves data and compiles reports pertaining to case investigations using multiple databases, programs, and worksheets.
- Establishes and maintains detailed and confidential control records and files pertaining to communicable disease patients, contacts, and suspects.
- Prepares reports, correspondence, surveys, and other appropriate written documentation regarding communicable disease investigations.

### Minimum Qualifications

Possession of an Associate's Degree, or higher from an accredited college or university in Community Health Services, Epidemiology, Biological Science, Health Education, Public Health, or a closely related field.