



## TEXAS ANIMAL HEALTH COMMISSION

Serving Texas Animal Agriculture Since 1893

### ***JOB ANNOUNCEMENT***

**Position Title:** Epidemiology - Program Specialist II  
**Classification/Title/Salary Group:** 1571 / Program Specialist II / B18  
**Monthly Salary:** \$3,793.41 - \$5,329.16 per month, plus benefits  
**Position Location:** Central Office – 2105 Kramer Lane, Austin, Texas  
**FLSA Status:** Non-Exempt  
**Job Requisition #:** 00049761 **Closing Date:** June 13, 2025

*Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields related to the minimum requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at: [Texas State Auditor's Office - Job Descriptions](#)*

#### **General Description:**

The Epidemiologist Specialist reports to the State Epidemiologist. Performs moderately complex (journey-level) consultative services and technical assistance work for the Epidemiology department. Work involves planning, developing, and implementing Epi related programs and providing consultative services and technical assistance to agency staff, government agencies, community organizations, or the general public. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

#### **Essential Job Functions:**

- Performs administrative duties for State Epidemiologist, as required, including basic filing and archiving of documents.
- Assists with answering phones and provides routine information to the public on agency programs and services and refers callers to other state/federal agencies, as necessary.
- Addresses concerns brought to the epidemiology department or brings to appropriate staff member(s).
- Supports and assists in the development of presentations from explanatory analysis.
- Performs database management duties including analysis and verification of data accuracy.
- Provides support and collaborates compliance and epidemiology work for rule proposals and field situations in the case of disease detections or identified noncompliance.
- Pre-processes raw data from TexCore, TVMDL, TWIMS, etc. for exploratory reports or presentations to the LBB, USDA, Vet Shortage Applications, finance, animal health programs, etc.
- Gathers, collates, and ensures the accuracy of the data for other staff to do exploratory analysis and explanatory data reports and summaries.
- Gathers supplies together for CWD training.
- Assists with cervid and exotic livestock programs, including data entry and program records.
- May collaborate and provide input on developing and/or revising policy, TAHC SOPs, and herd/flock plans.
- May assist in analyzing legislation to develop recommendations for policy as related to Epidemiology.
- Back up for GIS program requests.
- Performs other duties as assigned.

#### **Minimum Qualifications:**

- Graduation from an accredited four-year college or university with a degree in agriculture, agri-business, epidemiology, or a related field.
- Experience in analyzing data, developing and implementing spreadsheets, and using Microsoft Excel, PowerPoint, and other office data management software.

Additional years of experience may substitute for degree on a year-for-year basis

**Preferred:** Two years TAHC or other state regulatory agency experience.



**Knowledge, Skills and Abilities:** Knowledge of animal health programs and epidemiology; knowledge in accepted business practices and procedures; of Microsoft Office software, including Word, Excel, PowerPoint, Power Apps etc. Ability to develop graphs, charts, pivot tables, presentations; or ability to develop this skill within an acceptable amount of time. Ability to communicate effectively and efficiently with diverse audiences, to handle high level administrative issues, to analyze and solve work related problems. Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to create public outreach and support for TAHC programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to provide guidance to others.

**IMPORTANT: The TAHC is an emergency response agency.** This position plays a key role in the agency's emergency management activities. As a first responder, this position is subject to participate in rotating temporary duty assignments away from the regular designated headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

**Other Requirements:** Must have a valid Texas driver's license and safe driving record. Employment of selected candidate is contingent upon the receipt of an acceptable criminal background check and an acceptable moving violation record from the Texas Department of Public Safety. Must have reliable transportation. Mileage reimbursed at current allowance rate.

At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

**How to Apply:** To submit your application for employment, click on CAPPS Job Search, then select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment. All applications must contain complete work experience, including job title, dates, employer, supervisor's contact information and a description of duties performed. If this information is not submitted, your application may be rejected and be considered incomplete. Resumes do not take the place of this required information, however, may serve as supplemental information.

[CAPPS JOB SEARCH](#)

***An Equal Opportunity Employer***

*The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711.*