



EIS Position Description Instructions EIS Class of 2016



EIS POSITION DESCRIPTION INSTRUCTIONS

To: EAC and Potential EIS Supervisors

From: EIS Program

Re: Call for Position Descriptions

Date: January 29, 2016

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Background

The Epidemic Intelligence Service is seeking Position Descriptions (PDs) for placement of 2016 Epidemic Intelligence Service (EIS) officers. PDs should be submitted for assignments that provide opportunities for epidemiology training during the majority of the 2-year assignment. EIS officers are expected to be shielded from administrative and other responsibilities that interfere with their learning and practicing epidemiology. The EIS Program will consider assignment quality and training opportunities when reviewing submitted PDs.

Online Submission Deadline

The Primary Supervisor is responsible for creating and submitting the PD. Information about the organization, supervisors, recent/current officers, and other position details will be requested.

Deadline for PD submission into the system is Monday, March 7, 2016 4:00 EST; your CIO might set an earlier deadline.



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Registering and Logging In

CDC Users behind the Firewall

CDC users must be behind the CDC firewall to create an online PD; either log in via CITGO/VPN or use your office computer to open the following link:

<http://fmsi.cdc.gov/Legacy/HostSite/EIS/HomePage.aspx>.

If you have previously registered, log in by selecting “Click here to login” (highlighted by the orange box on the screenshot below).

If you have not previously registered, select “Register Now” (highlighted by red box on the screenshot below). The system is designed to pull your information from CDC Neighborhood. If the displayed information is incorrect, you will need to update CDC Neighborhood. Once registration is completed, you will return to the home page, and log in by selecting “Click here to login” (highlighted by the orange box on the screenshot below).

After successfully logging in, you will be taken to the screen to start creating your PD. **Proceed to page 7** of this document for instructions on how to create your PD.



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Non-CDC Users (State and Local Health Departments, non-CDC Federal Agencies)

Open the following link: <https://fms.cdc.gov/Legacy/HostSite/EIS/HomePageExt.aspx>.

If you have previously registered, log in by clicking the checkbox for the Government Warning and entering the email address and password you set previously (highlighted by the orange box on the screenshot below). If you don't remember the email or password you previously set, click the corresponding link below the log in area and answer the question prompts. If you are still having problems, contact Larry Cohen at cbu1@cdc.gov to request a password reset.

After successfully logging in, you will be taken to the screen to start creating your PD. **Proceed to page 7** of this document for instructions on how to create your PD.

If you have not previously registered, select "Register Now" (highlighted by red box on the screen shot below).

The screenshot shows the 'EIS Position Description' website. On the left is a 'Topic Contents' menu with links for 'EIS Home', 'Log In', and 'Help'. The main content area asks 'Are you a first-time visitor?' with a red box around the 'Register Now' link. Below this is a paragraph about the CDC's SEPDDO and a link to 'Application Instructions'. On the right, a 'Log In' form is highlighted in orange, containing a checkbox for 'I have read and understand the Government Warning', fields for 'E-mail:' and 'Password:', and a 'Log In' button. Below the form is a link for 'Forgot your E-mail or Password?'. At the bottom right, there is a 'Contact EIS:' section with address and phone information for the Epidemic Intelligence Service Program at CDC, along with a link to 'eis@cdc.gov'. The footer contains navigation links, contact information for CDC, and the USA.gov logo.



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The following screen will appear; enter the required information for registration and select “Submit” (highlighted by red box on the screen shot below).

EIS Position Description

Topic Contents
EIS Home
Log In
Help

Registration

* Indicates a required field

Name
* First Name:
Middle Name:
* Last Name:

E-mail

Your e-mail is also your log-in. We will use your e-mail to communicate with you throughout the application process. Make sure your e-mail is typed correctly.

* E-mail Address:
* Verify E-mail Address:

Telephone Number

Provide your primary phone number, including area code. This information will be used to confirm your identity.

* Primary Phone: (Example: 1234567890)
* Verify Phone:

Home Site Map Policies About CDC.gov Link to Us All Languages CDC Mobile Contact CDC Privacy Act and Public Burden Information

Centers for Disease Control and Prevention 1600 Clifton Rd. Atlanta, GA 30333, USA
800-CDC-INFO (800-232-4636) TTY: (888) 232-6348 - cdcinfo@cdc.gov



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After selecting “Submit” you will receive an email with a temporary password. Click the box next to “I have read and understand the Government Warning,” enter the email address you registered and the temporary password in the fields highlighted by the red box in the screen shot on the next page, and select “Log In”. You will then be instructed to create your own personal password. Once you have created your own password (which you will use any time you return to the online PD submission website), you will be taken to the screen to start creating your PD.

EIS Position Description

Topic Contents

- EIS Home
- Log In
- Help

Are you a first-time visitor? [Register Now](#)

CDC's Scientific Education and Professional Development Program Office (SEPDPPO) seeks position descriptions for the Epidemic Intelligence Service (EIS) program on an annual basis.

Please read the [Application Instructions](#) carefully before applying.

Log In

I have read and understand the **Government Warning**

E-mail:

Password:

Forgot your E-mail or Password?

Contact EIS:

Epidemic Intelligence Service Program
Centers for Disease Control and Prevention
1600 Clifton Rd., NE
Mailstop E-92
Atlanta, GA 30333 USA
(404) 498-6110
eis@cdc.gov

Home Site Map Policies About CDC.gov Link to Us All Languages CDC Mobile Contact CDC Privacy Act and Public Burden Information

Centers for Disease Control and Prevention 1600 Clifton Rd. Atlanta, GA 30333, USA
800-CDC-INFO (800-232-4636) TTY: (888) 232-6348 - cdcinfo@cdc.gov

USA.gov
Government Made Easy

Proceed to page 7 of this document for instructions on how to create your PD.

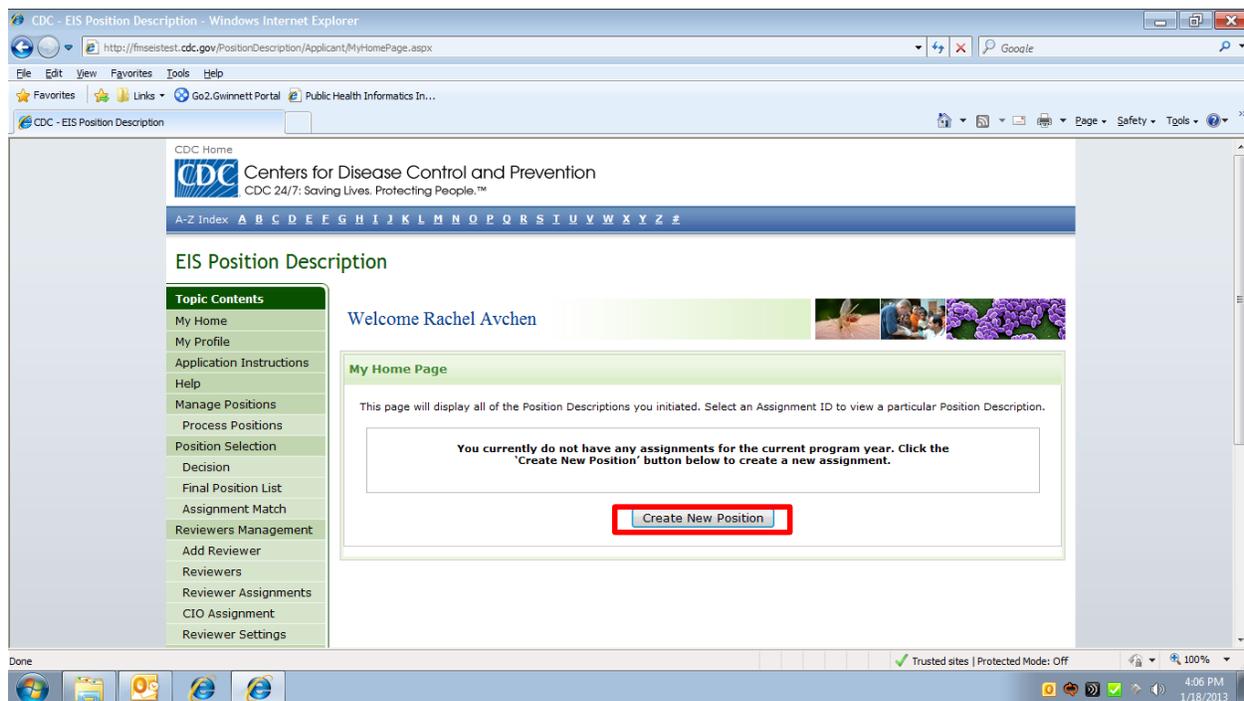


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Creating a New Position Description

The following screen will appear after you log in. Begin by selecting “Create New Position” (highlighted by red box on the screen shot below). You will be prompted to confirm that you want to create a new position (select “Confirm”).



The system will take you to the next screen, “Application Instructions.” The application instruction page provides a brief overview about eligibility, requirements, submission, and deadline. A link within the requirements section will open a PDF of [this](#) instruction document.



EIS Position Description Instructions

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Create a Position Description Using Data from Previous Submissions

To create a PD using data from a position description that you previously submitted, select “Previous Position Description.” In the drop down list, select the entry that reflects the desired position ID of the PD you want to reuse (highlighted by the red box on the screen shot below).

NOTE: If you did not submit the previous PD yourself (e.g., you are a field site and an EWB staff member submitted the PD for you, or the PD had a different primary supervisor when it was previously entered), then it will not show up on your list of Previous PDs.

EIS Position Description

Topic Contents

- My Home
- My Profile
- Application Instructions
- Help
- Manage Positions
- Process Positions
- Position Selection
- Decision
- Final Position List
- Position Match
- Proxies
- Manage Proxies
- Reviewers Management
- Add Reviewer
- Reviewers
- Reviewer Assignments
- CIO Assignment
- Reviewer Settings
- Super Administrator
- Manage Administrators
- System Settings
- Interview Settings
- Cheat Sheet
- View Status Messages
- Log Out



Welcome Lorry Perkins

Application Instructions

* Indicates a required field

Eligibility

The Epidemic Intelligence Service is seeking Position Descriptions (PDs) for placement of Epidemic Intelligence Service (EIS) Officers. PDs from CDC Centers, Local/State Health Departments, or Other Federal Agencies are welcomed. PDs must adequately describe the opportunity for epidemiology training during the majority of the 2-year period EIS Officers are placed in a given assignment.

Requirements

EIS officers are expected to be shielded from administrative and other responsibilities that interfere with their learning and practicing epidemiology. The EIS Program will consider assignment quality and training opportunities when reviewing submitted PDs. For detailed instruction on how to create a PD, review the [EIS PD instruction guide](#).

Submission

The Primary Supervisor is responsible for creating and submitting a PD. Complete the PD by submitting content, as relevant, for the requested fields. A PDF is created and available for reference after the assignment is submitted. However, the individual PDF is not formatted the way it will appear in the final PD book; all the information that was entered is displayed rather than just the elements that appear in the final EIS Assignment book. Once saved and submitted the PD will be reviewed by your Centers Epidemiology Advisory Committee (EAC) representative. The EAC representative will approve, return for edit, or reject the PD. The EIS Program will only access and review PDs that are approved and submitted by the EAC representative. Track the progress of your submission in the "Track Assignment" section. All PDs must be submitted through this website. If there is a problem with the website, please contact eis@cdc.gov or 404.498.6110 for assistance. Provide a brief explanation of the problem with your contact information and program staff will contact you to discuss a resolution or make alternate arrangements.

Deadline

Monday, March 9, 2015 4:00 PM EST

Previous Position Descriptions

- Select --
- NCBDDD-BFCB-BZB-GA-2016-01
- NCBDDD-BFO-BZB-GA-2016-01

Select the agency for which you are submitting an application. This information will be used throughout the application process.

- * Agency Type:
- * State/Territory:
- * Number of Positions:

Continue



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A pdf icon will then appear next to the selected position (highlighted by the red box in the screen shot below), which will allow you to open the PDF and view all previously submitted data.

Deadline
Monday, March 9, 2015 4:00 PM EST

Previous Position Descriptions

NCBDDD-BFCB-BZB-GA-2016-01 

Copy Position Description

Select the agency for which you are submitting an application. This information will be used throughout the application process.

* CIO: -- Select --

Continue

Enter the agency information (highlighted by the red box in the screen shot below) and then click “Copy Position Description” (highlighted by the orange box).

NOTE: Field positions (State; Local; Other; Other, Federal) should select “DSEPD/EWB” as their CIO.

Deadline
Monday, March 9, 2015 4:00 PM EST

Previous Position Descriptions

NCBDDD-BFCB-BZB-GA-2016-01 

Copy Position Description

Select the agency for which you are submitting an application. This information will be used throughout the application process.

* CIO: NCBDDD

Division: BFO

Branch: BVPDB

Continue

Once copied, the position ID will be renumbered to reflect the current year and agency information, and the position application opens to allow for data entry and editing. **Proceed to page 11** of this document for instructions on how to navigate the PD submission process for data entry.



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Create a Position Description from Scratch

To continue with submitting a **new** position, scroll to the bottom of the screen (highlighted by red box on the screen shot below) to the “Agency Type” field.

EIS Position Description

- Topic Contents**
- My Home
- My Profile
- Application Instructions
- Help
- Manage Positions
 - Process Positions
- Position Selection
 - Decision
 - Final Position List
 - Position Match
- Proxies
 - Manage Proxies
- Reviewers Management
 - Add Reviewer
 - Reviewers
 - Reviewer Assignments
 - CIO Assignment
 - Reviewer Settings
- Super Administrator
 - Manage Administrators
 - System Settings
 - Interview Settings
- Cheat Sheet
- View Status Messages
- Log Out

Welcome Lorry Perkins

Application Instructions

* Indicates a required field

Eligibility

The Epidemic Intelligence Service is seeking Position Descriptions (PDs) for placement of Epidemic Intelligence Service (EIS) Officers. PDs from CDC Centers, Local/State Health Departments, or Other Federal Agencies are welcomed. PDs must adequately describe the opportunity for epidemiology training during the majority of the 2-year period EIS Officers are placed in a given assignment.

Requirements

EIS officers are expected to be shielded from administrative and other responsibilities that interfere with their learning and practicing epidemiology. The EIS Program will consider assignment quality and training opportunities when reviewing submitted PDs. For detailed instruction on how to create a PD, review the [EIS PD instruction guide](#).

Submission

The Primary Supervisor is responsible for creating and submitting a PD. Complete the PD by submitting content, as relevant, for the requested fields. A PDF is created and available for reference after the assignment is submitted. However, the individual PDF is not formatted the way it will appear in the final PD book; all the information that was entered is displayed rather than just the elements that appear in the final EIS Assignment book. Once saved and submitted the PD will be reviewed by your Centers Epidemiology Advisory Committee (EAC) representative. The EAC representative will approve, return for edit, or reject the PD. The EIS Program will only access and review PDs that are approved and submitted by the EAC representative. Track the progress of your submission in the "Track Assignment" section. All PDs must be submitted through this website. If there is a problem with the website, please contact eis@cdc.gov or 404.498.6110 for assistance. Provide a brief explanation of the problem with your contact information and program staff will contact you to discuss a resolution or make alternate arrangements.

Deadline

Monday, March 9, 2015 4:00 PM EST

[Previous Position Descriptions](#)

Select the agency for which you are submitting an application. This information will be used throughout the application process.

* Agency Type:

* State/Territory:

* Number of Positions:

[Continue](#)



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CDC users behind the firewall: your only option for Agency Type is CDC. Enter the appropriate information for your PD.

Select the agency for which you are submitting an application. This information will be used throughout the application process.

* Agency Type:	CDC
* State/Territory:	Georgia
* Agency:	Other
* Agency Name:	
* CIO:	NCBDDD
Division:	BFCB
Branch:	BZB
* Number of Positions:	1

Continue

Non-CDC users, your drop down options for Agency Type are: State; Local; Other; and Other, Federal. The CIO will auto-fill as DSEPD/EWB (**do not change**). Enter the appropriate information for your PD.

Select the agency for which you are submitting an application. This information will be used throughout the application process.

* Agency Type:	State
* State/Territory:	Oregon
* Agency:	Oregon Department of Human Services
* CIO:	DSEPD/EWB
* Number of Positions:	1

Continue

Next enter the “Number of Positions” for the number of officers who could match with this assignment for the PD being entered (highlighted by red boxes on the screen shots above).

Select “Continue” to go to the next screen, the PD Dashboard.



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There are 3 headers on the PD Dashboard, Status, Section, and Last Access (date/time stamp). This will help you navigate the PD submission process. Note that on the PD Dashboard a PD number was auto-created; this PD number will be associated with this assignment (highlighted by the orange box on the screenshot below). You may want to note the PD number for recruitment materials, forms on interview day, etc. If you need to save your work and come back later, your PD number is assigned at this point and will not change.

To continue with the PD submission, you must now enter and complete the requested information for the following sections: Organizational Detail, Supervisor/Officer Detail, and Position Description Details (highlighted by the red box on the screenshot below). Once completed, select the “Submit Assignment” button at the bottom of the dashboard screen.

Your PD will be reviewed by your Center’s Epidemiology Advisory Committee (EAC) Representative. The EAC Representative will approve, return for edit, or reject the PD. The EIS Program will access and review PDs that are approved by the EAC Representatives. The EIS Program will review all submitted PDs before posting to the annual EIS Assignment Book. You can track the progress of your submission in the “Track Your Assignment” section.

Status for Position Description **NCBDDD-GA-2013-01** [< Return to Home Page](#)

To submit a Position Description complete the requested information for the following sections: Organizational Detail, Supervisor/Officer Detail, Position Description Details. Once completed, select the "Submit Position Description" button at the bottom of this screen. Your Position Description will be reviewed by your Center's Epidemiology Advisory Committee (EAC) Representative. If approved, the Position Description will be submitted to the EIS Program for inclusion in the Assignment Book.

Status	Section	Last Accessed
Begin	Organization Detail	01/24/2013 9:19 AM
Begin	Supervisor/Officer Detail	01/23/2013 5:37 PM
Begin	Position Description Details	01/23/2013 5:37 PM
View	Track Your Assignment	
Print	Print Assignment (for your records)	

[Withdraw Assignment](#)



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Organization Detail

Agency Type, Agency Name, and CIO are populated based on information previously entered. You will need to insert the “Division/Branch/Team/Section” of your organizational structure for the associated PD. **You will also indicate whether this is a new assignment; select “no” if this PD is the same or similar to any previous PD accepted by the EIS program, regardless of whether the position was filled by an EIS officer in previous years.** Then verify completeness (by selecting “Yes”) and select “Update.” The system will return you to the PD Dashboard.

Organization Details [< Return to Status Page](#)

* Indicates a required field

Agency Information

Agency Type: **State**
Agency Name: **Oregon Department of Human Services**
CIO: **Division of Scientific Education and Professional Development / EIS Workforce Branch**
* Division/Branch/Team/Section:
* Is this a new assignment? ▾

Section Status

Is this section complete? Yes No



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Supervisor Requirements

Every assignment must identify one primary supervisor and at least one secondary supervisor (multiple secondary supervisors and consultants are allowed) who want to supervise an EIS officer. The primary supervisor must be an epidemiologist with at least one year of epidemiology experience; if an EIS alumnus, the primary supervisor must have at least one year of epidemiology experience after completion of EIS. The supervisor oversees on-the-job activities that occupy nearly 90% of an EIS officer's time. Providing structure for the 2-year experience by monitoring progress and meeting frequently with the EIS officer, particularly at the beginning of the assignment, makes for a good supervisor-officer working relationship.

Supervisors should be committed to spending, on average, at least 10% (half day per week) of their time providing direct supervision. Supervisors may need to spend more than a half day a week with the officer at the beginning of the assignment and at the initiation of new projects. Good supervisors provide a framework within which EIS officers learn and practice epidemiology by enhancing professional development and establishing reasonable standards for scientific performance and professional conduct.

The primary and secondary supervisors must understand and concur with the objectives and requirements of the EIS program and the terms of the EIS Memorandum of Assignment (MOA). In keeping with the service and applied nature of EIS training, the officer is expected to participate, as called upon by supervisors or the EIS Program, in Epi-Aids and other field activities **as a first priority**. Supervisors must help ensure officer's completion of all Epi-Aid requirements including the Epi-1, trip report, OMB form submission, and 2-minute update at TMS. Supervisors must understand that officers may be assigned to temporary duty with other Branches or CIOs (e.g., Epi-Aid travel and projects, large-scale emergency response), if such an assignment meets EIS program or agency needs.

The supervisor must encourage and facilitate officer's participation in and completion of other program requirements including: EIS Summer Course during July of the first year; First and Second Year EIS Fall Courses; Annual EIS Conference (April); Tuesday Morning Seminar (in person if in Atlanta or via live meeting, Envision, or by viewing archived recordings); Core Activities of Learning (CALs, more details on the next page); etc. If the officer is in the US Public Health Service, the supervisor must also support the officer's attendance at the Officer Basic Course. Supervisors are also responsible for completing an evaluation of the officer every 6 months.

If you have any questions about the supervisory requirements, or whether a position being considered for submission has met the supervisory requirements, please contact your CIO EAC Representative or CIO Liaison from the EIS Program.



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Core Activities for Learning (CALs)

The supervisor must encourage and facilitate successful completion of the CALs during the officer's 2 years.

1. Conduct or participate in a field investigation of a potentially serious public health problem that requires a timely response.
2. Design, conduct, and interpret an epidemiological analysis.
3. Evaluate a public health surveillance system.
4. Give a 30 minute or longer public health talk on the officer's original work or in his/her field of study.
5. Give a 5–15 minute oral presentation to a scientific audience.
6. Write and submit, as first author, a scientific manuscript for a peer-reviewed journal.
7. Write and submit, as the primary author, a concise public health update communicating timely information.
8. Write and submit, as first author, an abstract.
9. Communicate complex scientific concepts to a lay audience.
10. Provide service to the agency and/or the field of public health.

EIS officers in assignments that do not usually have opportunities to complete all CALs (such as field investigations, opportunities to respond to lay audience) will be expected to participate in such activities outside of their primary assignment.

Supervisor Participation in EIS Match Activities

The supervisor must agree to recruit, interview, and rate candidates in accordance with the established guidelines; the supervisor must also abide by the results of the match. A supervisor cannot promise a position match to a particular officer, and a supervisor cannot ask an EIS officer to disclose how s/he will rank a particular assignment.

The supervisors (and other representatives) of the assignment are required to attend the following EIS Match Activities: Conference, Monday, May 2 – Thursday, May 5; Interviews, Friday, May 6, 2016. Match will be announced via email by May 9, 2016.

Center/Institute/Office (CIO) Support

Overall, the CIO must provide adequate epidemiology, statistical, laboratory, clerical, and graphics support to ensure the officer can meet the EIS CALs. Laptops will be provided to all EISOs. SAS will be provided by CDC only for officers assigned to state and local health departments. The CIO is responsible for the license cost for the statistical software use for each officer assigned to the CIO. Review the EIS MOA for a detailed explanation about the CIO support required for accommodating an EIS officer.



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Supervisor Detail for PD Entry

To continue with PD entry, you will need to provide some information about the supervisors for your assignment. Select “Begin” in the row associated with the Supervisor/Officer Detail on the PD Dashboard. Then select “Primary” on the next screen. **You can only list one primary supervisor for each number of position(s) entered for a given PD.** That is, a PD with 2 positions (number of officers who could potentially match with the associated PD) will be required to list 2 primary supervisors. The system generates the primary and secondary supervisor row(s) based on the number of positions you indicated at initiation (see page 10). The default view (highlighted by the red box on the screenshot below) illustrates 1 position for the example PD by displaying one row to list the primary supervisor and one row to list the secondary supervisor. You can, however, list as many secondary supervisors and consultants as you like (highlighted by the orange boxes on the screenshots below).

The screenshot shows the 'Supervisor/Officer Detail' form in a web browser. The form has a title bar and a navigation link '< Return to Status Page'. Below the title is a note: '* Indicates a required field'. The main section is titled '*Supervisor Information' and contains instructions: 'Provide detail about the supervisors for this assignment. Begin by selecting "Primary." You must list a Primary Supervisor name for each one of the positions. The system generates the Primary row based on the number of positions you indicated (e.g., if you selected 3, you must list 3 primary supervisors). Select "Add Supervisor" to add the secondary supervisor information. You can list as many secondary supervisors as you like.' Below the instructions is a table with the following data:

Type	Supervisor Name	Title	EIS Year
Primary		N/A	N/A
Secondary		N/A	N/A

Below the table is a button labeled 'Add Secondary Supervisor'. Below this is a section titled 'Consultant Information' with instructions: 'Select "Add Consultant" to list consultants for this assignment; you can list as many consultants as you wish.' Below the instructions is a text box containing 'No consultants entered.' and a button labeled 'Add Consultant'.



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Primary supervisors will need to enter the following information (as seen in the screenshot below):

- First Name:
- Last Name:
- Physical Address:
- City:
- State/Territory:
- Zip:
- Mailing Address (if different)?
- County:
- E-mail:
- Direct Phone:
- General Phone:
- Mobile/Cell Phone:
- Is the primary supervisor a full time employee?
- Degree:
- Is the primary supervisor an EIS alumnus?
- Has the primary supervisor ever supervised an EIS officer?
- Number Supervised:
- How many years as an EIS primary supervisor?
- How many years as an EIS secondary supervisor?
- Year last supervised EIS officer:
- Other Fellows supervised (PHAP, PHPS, PHIF, PMR, CDC Experience) **(250 word limit)**

The screenshot displays the 'Supervisor Information' form within a web browser. The form includes the following fields and options:

- Title: [Text input]
- First Name: [Text input]
- Last Name: [Text input]
- Physical Address: [Text input]
- City: [Text input, value: Queens]
- State/Territory: [Dropdown menu, value: New York]
- Zip: [Text input, value: 11101]
- Is Mailing Address Different?: [Radio button, value: No]
- County: [Text input]
- E-mail: [Text input]
- Direct Phone: [Text input, example: 1234567890]
- General Phone: [Text input, example: 1234567890]
- Mobile/Cell Phone: [Text input, example: 1234567890]
- Is the primary supervisor a full time employee?: [Radio button, value: Yes]
- Degree: [Dropdown menu, value: --Add--]
- Is the primary supervisor an EIS alumnus?: [Radio button, value: Yes]
- Year: [Text input]
- Has the primary supervisor ever supervised an EIS officer?: [Radio button, value: Yes]
- Number Supervised: [Text input]
- How many years as an EIS primary supervisor?: [Text input]
- How many years as an EIS secondary supervisor?: [Text input]
- Year last supervised EIS Officer: [Text input]
- Other Fellows supervised (PHAP, PHPS, PHIF, PMR, CDC Experience) (250 word limit): [Text area]



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The elements requested for secondary supervisors, consultants, and current/recent EIS officers are shown in the screenshot below.

The screenshot shows a web browser window with the URL <http://fmseistest.cdc.gov/PositionDescription/Applicant/AddSupervisor.aspx>. The page displays a welcome message for Rachel Avchen and a form titled "Secondary Supervisor Information". The form includes the following fields:

- Title:
- * First Name:
- * Last Name:
- E-mail:
- * Degree:
- * EIS?: Yes No
- * EIS Year:

A legend indicates that an asterisk (*) denotes a required field. At the bottom right of the form are "Update" and "Cancel" buttons. The browser's status bar at the bottom shows "Trusted sites | Protected Mode: Off" and a zoom level of 200%.



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Current/Recent Officer Detail for PD Entry

As you continue down the page, you will see sections to list Current/Recent EIS Officer Information, Officer Projects, and Officer Recent Publications. To input officer information select “Add Officer” (highlighted by the first orange box on the screenshot below).

We encourage you to describe recent officer projects and recent officer publications as practical examples of the type of work and publications your position offers (highlighted by the red box on the screenshot below). You can click the word count button as you enter the information (highlighted by the second and third orange boxes on the screenshot below).

- Briefly describe current or recent officer projects **(50 word limit)**.
- Briefly describe current or recent officer publications **(200 word limit)**. This can but is not limited to inserting AMA formatted citations; you may choose to instead list titles/journals.

To save and return to the PD submission at a later time, verify that the “Is this section complete?” default value is “No” and select “Update.” If the page is complete, continue with PD submission by verifying completeness (select “Yes”) then select “Update.” The system will return you to the PD Dashboard.



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Content Criteria for PD Entry

Select “Begin” in the row associated with the Position Description Details on the PD Dashboard. A secondary page will open; the body of the PD detail will be entered on this screen. The top of the Position Description Details page is shown in the screenshot below.

There is a 500 word total limit for the three elements below. You can click the word count button to see the sum of the word counts for all four fields as you enter the information (highlighted by the orange box on the screenshot below).

- **Background.** Provide a brief description about the assignment history, the group, or the organizational structure where the position is housed.
- **Proposed Initial Project.** Briefly describe the types of work/projects that the officer can expect to start within the first month in the assignment.
- **Proposed Surveillance Project.** Briefly describe the types of opportunity an officer will have to conduct an original surveillance evaluation that contributes to the assessment of a surveillance system of local, state, national, nongovernmental organization (NGO), or international significance.

Position Description Details [< Return to Status Page](#)

* Indicates a required field

Background, Proposed Initial Projects, and Proposed Surveillance Projects:
Provide a brief summary in the areas described in the three fields provided below. The total word count for all three fields cannot exceed **500 words**. Click the word count button to see the sum of the word counts for all three fields.

Describe the mission, goals, and focus of the work where the position is based.

* Background:

* Proposed Initial Project(s):

* Proposed Surveillance Project:

Word Count 0

Available Support Range of Opportunities Position Strengths and Available Data:



EIS Position Description Instructions EIS Class of 2016



There is a **200 word total limit** for the four elements below. You can click the word count button to see the sum of the word counts for all four fields as you enter the information (highlighted by the orange box on the screenshot below).

- **Available Support.** Briefly describe the staff and available resources.
- **Range of Opportunities.** Describe the breadth of work that the officer will likely experience.
- **Position Strengths.** Describe the positive attributes of the assignment.
- **Available Data.** Describe the data that the position owns or is accessible and readily available within the first month of the officer's assignment.

Available Support, Range of Opportunities, Position Strengths, and Available Data:
Provide a brief summary in the areas described in the four fields provided below. The total word count for the four fields cannot exceed **200 words**. Click the word count button to see the sum of the word counts for all four fields.

Describe the staff and resources available.

* Available Support:

Describe the breadth of work that the Officer will experience.

* Range of Opportunities:

* Position Strengths:

Describe the data that the position owns and is readily available for the Office.

* Available Data:

Word Count 0



EIS Position Description Instructions EIS Class of 2016



There are several additional fields at the bottom of the page. The bottom of the Position Description Details page is shown in the screenshot below.

- **Special skills useful for this position.** Enter the characteristics/skills that would be helpful for an officer in this assignment. Think about qualities such as clinical experience, language fluency other than English, quantitative skills, qualitative skills, previously published, flexibility for travel, etc. **(100 word limit)**.
- **Recent Publications.** Describe recent publications from the team/group **(100 word limit)**.
- **Domestic Travel/International Travel.** Select the estimated travel percentage, both domestic and international, likely associated with this assignment (not opportunity beyond assignment).
- **PD Approved by EAC/CIO Authority.** Check the box and enter approving authority's title and name (highlighted by the red box on the first screenshot below). Approval chains vary by CIO. If there are multiple approving authorizes, enter the authority prior to the EAC representative (only one name needs to be documented in this system). Please ask your EAC representative who this is; for field positions it is your EWB supervisor.
 - If approval other than EAC representative is not required, check the box and enter your CIO's EAC representative's title and name (see page 27).
 - **The approval checkbox and corresponding information must be entered to submit a PD.**

Approval Required: Check box & enter title/name of approving official

Section Status

Is this section complete? Yes No

Update Cancel



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There are several additional fields that appear at the bottom of the Position Description page for non-CDC based assignments. These variables are optional but highly encouraged. The elements requested only for **non-CDC assignments** are shown in the screenshot below (**150 word limit**).

The below five sections cannot exceed **150 words**.

Size of Community:	Variable only visible on field-based assignments.
University Affiliation(s):	Variable only visible on field-based assignments.
Living Environment:	Variable only visible on field-based assignments.
Cultural and Recreational Assets:	Variable only visible on field-based assignments.
Opportunities for Partners' Employment:	Variable only visible on field-based assignments.

Word Count 35

Section Status

Is this section complete? Yes No

Update Cancel

To save and return to the PD submission at a later time, verify that the “Is this section complete?” value is “No” and select “Update.” If the page is complete, continue with PD submission by verifying completeness (select “Yes”) then select “Update.” The system will return you to the PD Dashboard.



EIS Position Description Instructions EIS Class of 2016



Submit the PD

Once the status column on the PD Dashboard is complete for the Organizational Detail, Supervisor/Officer Detail, and Position Description Details rows, select the “Submit Assignment” button. **The Submit Assignment button is only active when all 3 sections are complete** (highlighted by red box on the screen shot below). The EAC representative/proxy for your CIO will receive notification that the PD is ready for review.

Status for Position Description SEPDPO/EFAB-NY-2013-01

To submit a Position Description complete the requested information for the following sections: Organizational Detail, Supervisor/Officer Detail, Position Description Details. Once completed, select the “Submit Position Description” button at the bottom of this screen. Your Position Description will be reviewed by your Center’s Epidemiology Advisory Committee (EAC) Representative. If approved, the Position Description will be submitted to the EIS Program for inclusion in the Assignment Book.

Status	Section	Last Accessed
Completed	Organization Detail	01/24/2013 12:40 PM
Completed	Supervisor/Officer Detail	01/24/2013 12:42 PM
Completed	Position Description Details	01/24/2013 12:45 PM
View	Track Your Assignment	
Print	Print Assignment (for your records)	

[Withdraw Assignment](#)

Submit Assignment

Confirm that you want to submit the PD. Each CIO will communicate their chain of approval to their supervisors; field positions **must** be reviewed and approved via email by your EWB supervisor prior to your submission to the EAC reviewer. **You will not be able to edit the PD once submitted, unless returned to you by the EAC or EIS Program reviewer.**



EIS Position Description Instructions EIS Class of 2016



The screenshot shows a web browser window with a status page. The page contains a table with the following data:

Status	Section	Last Accessed
Completed	Organization Detail	01/24/2013 12:40 PM
Completed	Supervisor/Officer Detail	01/24/2013 12:42 PM
Completed	Position Description Details	01/24/2013 12:45 PM
View	Track Your Assignment	
Print	Print Assignment (for your records)	

Below the table is a 'Withdraw Assignment' link. A red-bordered box highlights a 'Submit Confirmation' dialog box with the following text:

Submit Confirmation
You are about to submit a Position Description. Once you submit the Position Description, you will not be able to edit information within the Position Description. Are you sure you would like to submit?

Buttons: [Submit Position](#) [Cancel](#)

You will receive an email confirmation (to your registered email) that your PD was submitted as shown in the screenshot below.

The screenshot shows an email confirmation message. The header information is as follows:

From: EPO daphneis (CDC)
To: Avchen, Rachel (CDC/OSELS/SEPPO)
Cc:
Subject: EIS Position Description Confirmation

The main body of the email contains the following text:

**** Please do not reply to this e-mail. It was sent from an unattended mailbox, and replies are not reviewed. See below for contact information.****

Dear Rachel Avchen,

Thank you for submitting the position description for the Epidemic Intelligence Service (EIS) program. Your position description will be reviewed by your Center's Epidemiology Advisory Committee (EAC) Representative. If approved, the position description will be submitted to the EIS Program for inclusion in the Assignment Book.

Track status online at: <http://wwwnd.cdc.gov/fms/eis/positiondescription>.

Epidemic Intelligence Service (EIS)
EIS@cdc.gov

CONFIDENTIALITY NOTICE:

This electronic mail may contain information that is privileged, confidential, or otherwise protected from disclosure to anyone other than its intended recipients. Any dissemination or use of this electronic mail or its contents by persons other than the intended recipients is strictly prohibited. If you have received this communication in error, please delete the original message.



EIS Position Description Instructions EIS Class of 2016



The submission date and a PDF of the PD are now available on “My Home Page” for reference (highlighted by orange box on the screen shot below). **Your individual PDF is not formatted the way it will appear in the final PD book;** all the information that was entered is displayed rather than just the elements that appear in the final EIS Assignment book. The PD sample in this instruction displays the final EIS Assignment book format.

Welcome Rachel Avchen

My Home Page

This page will display all of the Position Descriptions you initiated. Select an Assignment ID to view a particular Position Description.

Assignment ID	Status	CIO/Agency	# of Positions	Submit Date	PDF
SEPDPO/EFAB-NY-2013-01	Submitted	New York City Department of Health and Mental Hygiene	1	01/24/2013	
NCIPC-GA-2013-01	Withdrawn	NCIPC	2		N/A
NCBDDD-GA-2013-01	In Progress	NCBDDD	1		N/A



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Epidemiology Advisory Committee (EAC) Committee Members

Your PD will be reviewed by your Center's EAC Representative. If approved, the PD will be submitted to the EIS Program for final review and inclusion in the final EIS Assignment Book.

<u>CIO</u>	<u>EAC Representative</u>	<u>Office</u>	<u>E-mail</u>
CGH	Fred Angulo	404.639.5314	FAngulo@cdc.gov
EIS-State positions	Jennifer Wright	404.498.1180	JGWright@cdc.gov
NCBDDD	Jennifer Lind	404.498.4339	JLind@cdc.gov
NCCDPHP	Djenaba Joseph	770.488.3157	DAJoseph@cdc.gov
NCEH/ATSDR	Yulia Carroll	770.488.3912	YCarroll@cdc.gov
	Kanta Sircar	770.488.3384	KSircar@cdc.gov
NCEZID	Elise Beltrami	404.639.4271	EBeltrami@cdc.gov
	Scott Santibanez	404.639.0153	SSantibanez@cdc.gov
NCHHSTP	Alexa Oster	404.639.6141	AOSter@cdc.gov
NCHS	Kate Brett	301.458.4113	KBrett@cdc.gov
NCIPC	Arlene Greenspan	770.488.1279	AGreenspan@cdc.gov
NCIRD	Sam Posner	770.488.6398	SPosner@cdc.gov
NIOSH	Sally Brown	303.236.5950	SBrown@cdc.gov
OPHPR	Randolph Daley	404.639.7783	WDaley@cdc.gov

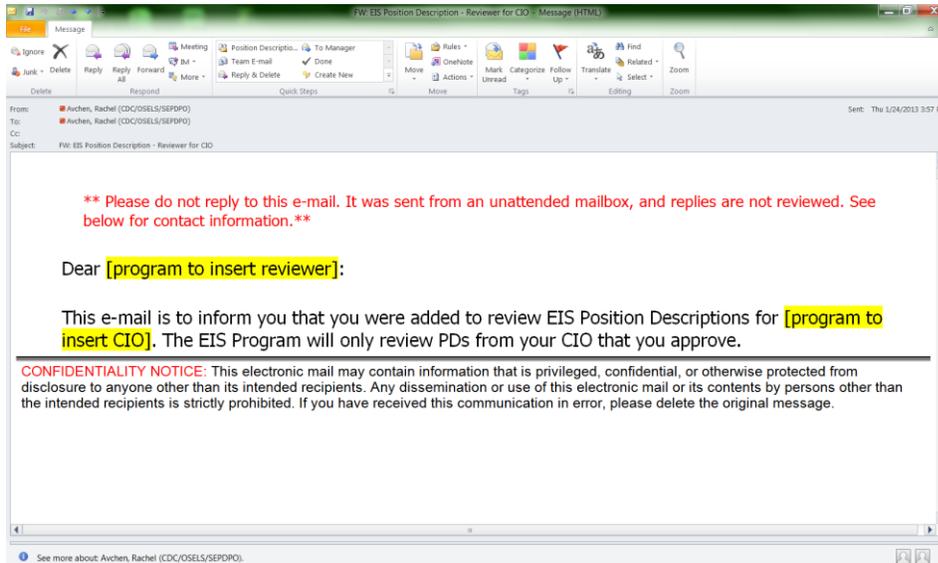


EIS Position Description Instructions EIS Class of 2016

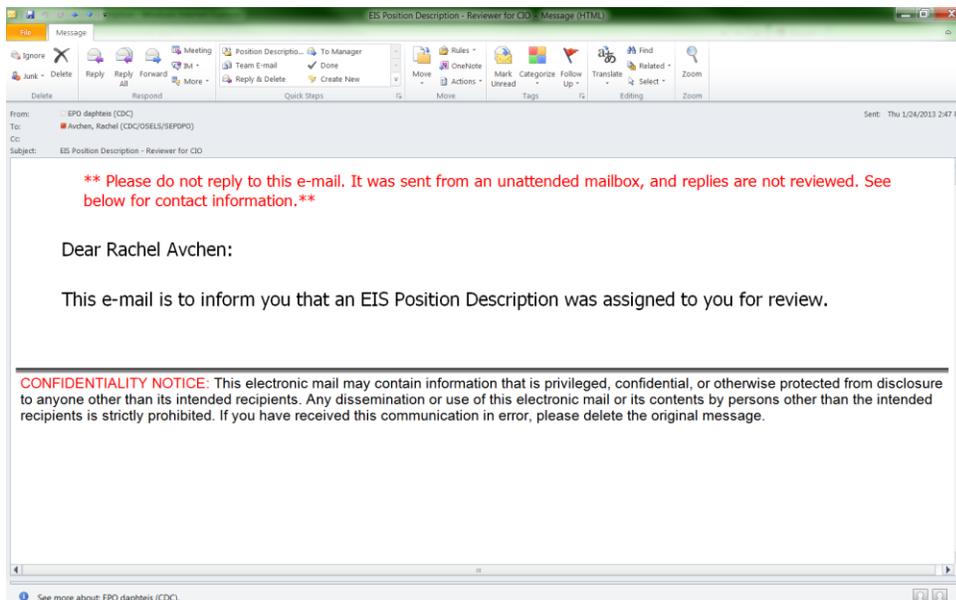


EAC Representative PD Review Instruction

EAC Committee members will receive an email notification when added to the system as a reviewer (screenshot below).



You will also receive email notifications when a PD is submitted and ready for your review (screenshot below).





EIS Position Description Instructions EIS Class of 2016



My Home Page

The screen shot below is a view of your landing page once registered and PDs submission is initiated. You are responsible for reviewing PDs for the CIO assigned as indicated in the first column (highlighted by the first red box on the screenshot below).

There is a **1000 character limit** for the background section. This is the general paragraph that appears at the beginning of each CIO section in the final EIS Assignment book.

- **Background.** Provide an introductory description about the CIO history or organizational structure. Enter information by selecting “Edit” (highlighted by the first orange box on the screen shot below).

The lower portion of the screen displays the PDs ready for your review (highlighted by the second red box on the screen shot below). Open the PDF in the row corresponding to the Assignment ID you wish to review. The PDF is not formatted the way it will appear in the final PD book, but rather it displays all the data elements that were entered for that PD. The PD sample in this instruction displays the final PD format.

There is a **200 word limit** in the comment field.

- **Comment.** You must insert a comment(s) about the assignment before selecting the review status to Approve, Reject, Return for Revision, or Withdraw (second orange box).
- The EIS Program will only review PDs with “Approved” status.

CIO	Background
SEPDPO/EFAB	<input type="button" value="Edit"/>

Assignment ID	Status	CIO/Agency	Due Date	Comments	PDF
<input type="checkbox"/> SEPDPO/EFAB-AK-2013-02	Pending Review	Scientific Education and Professional Development Program Office / EIS Field Assignments Branch	12/28/2012	View	
<input type="checkbox"/> SEPDPO/EFAB-MT-2013-01	Pending Review	Scientific Education and Professional Development Program Office / EIS Field Assignments Branch	12/28/2012	View	
<input type="checkbox"/> SEPDPO/EFAB-ME-2013-01	Pending Review	Scientific Education and Professional Development Program Office / EIS Field Assignments Branch	12/28/2012	View	
<input type="checkbox"/> SEPDPO/EFAB-NY-2013-01	Pending Review	Scientific Education and Professional Development Program Office / EIS Field Assignments Branch	12/28/2012	View	
<input type="checkbox"/> SEPDPO/EFAB-NY-2013-01	Submitted	Scientific Education and Professional Development Program Office / EIS Field Assignments Branch	12/28/2012	View	

Comments (word limit: 250)

Word Count 0



EIS Position Description Instructions EIS Class of 2016



Navigating Tips for Online Submission

My Home Page

This is a view of your landing page once registered and PDs submission is initiated. The different column headers display information about your PD number (“Assignment ID”), status of submission (“Status”), associated CIO with a given PD (“CIO/Agency”), number of position or the number of officers that could match with the associated PD (“# of Positions”), submission date (“Submit Date”), and a PDF file (once the file is submitted). The “Assignment ID” is hyperlinked to allow you to edit/view what you entered. The PDF is created (and viewable) after you submit your PD.

Welcome Rachel Avchen

My Home Page

This page will display all of the Position Descriptions you initiated. Select an Assignment ID to view a particular Position Description.

Assignment ID	Status	CIO/Agency	# of Positions	Submit Date	PDF
SEPDPO/EFAB-NY-2013-01	In Progress	New York City Department of Health and Mental Hygiene	1		N/A
NCIPC-GA-2013-01	Withdrawn	NCIPC	2		N/A
NCBDDD-GA-2013-01	In Progress	NCBDDD	1		N/A

[Create New Position](#)



EIS Position Description Instructions EIS Class of 2016



The PD Dashboard

Key navigation buttons on the PD Dashboard are highlighted by the red box on the screen shot below.

- **Return to Home Page.** To avoid error messages, use this navigation button rather than your internet browsers back arrow.
- **Status.** The status column is hyperlinked to bring you to the respective section for a given PD.
- **Withdraw Assignment.** Selecting this button deactivates the initiated PD. You will not be able to forward the PD for consideration. Withdrawn PDs will still be listed on your home page (Status = Withdrawn).
- **Submit Assignment.** Once the status column on the first 3 rows of the PD Dashboard indicates those sections are complete, the “Submit Assignment” button is activated. Select it to submit your PD to your EAC representative.

Status for Position Description SEPDPO/EFAB-NY-2013-01 [< Return to Home Page](#)

To submit a Position Description complete the requested information for the following sections: Organizational Detail, Supervisor/Officer Detail, Position Description Details. Once completed, select the “Submit Position Description” button at the bottom of this screen. Your Position Description will be reviewed by your Center’s Epidemiology Advisory Committee (EAC) Representative. If approved, the Position Description will be submitted to the EIS Program for inclusion in the Assignment Book.

Status	Section	Last Accessed
Completed	Organization Detail	01/23/2013 9:02 AM
Completed	Supervisor/Officer Detail	01/23/2013 5:19 PM
In Progress	Position Description Details	01/24/2013 11:43 AM
View	Track Your Assignment	
Print	Print Assignment (for your records)	

[Withdraw Assignment](#)

[Submit Assignment](#)

When in a “Section” screen, you can save and return to the PD submission at a later time by verifying that the completeness default value is “No” and selecting “Update.” If the page is complete, continue with PD submission by verifying completeness (select “Yes”) then select “Update.” The system will return you to the PD Dashboard.



EIS Position Description Instructions EIS Class of 2016



Final EIS Assignment Book: Sample PD

DSEPD/EWB-NY-2013-01

Agency Name: New York City Department of Health and Mental Hygiene

Division/Branch/Team/Section: Bureau of Communicable Disease

Physical Address: 42-09 28th St, Box 22A Queens, New York 11101

Primary Supervisor: Marcelle Layton, MD, (EIS 1992), Assistant Commissioner, mlayton@health.nyc.gov

Secondary Supervisor: Trang Nguyen, PhD, MPH, (EIS 2005), Director, Data Analysis and Syndromic Surveillance Unit

Secondary Supervisor: Sharon Balter, MD, (EIS 1997), Director, Enterics, Waterborne, and Hepatitis Unit

Background: We are the primary public health agency for over 8 million ethnically and socio-economically diverse people. Every disease or condition may and usually does occur here. NYCDOH has a reputation for being at the forefront of many public health initiatives. Previous EIS officers were actively involved in the response to the emergence of 2009 pandemic influenza, the 2001 World Trade Center and anthrax terrorist attacks, and the introduction of West Nile virus in 1999.

Proposed Initial Projects: (a) Establish registry of patients undergoing treatment for chronic hepatitis C to assess outcomes in real world settings versus academic studies. (b) Conduct case control study to assess risk factors for quinolone-resistant shigellosis. (c) Describe geographic and temporal patterns of Emergency Department utilization in relationship to neighborhood income and racial/ethnic distributions. (d) Characterize trends in infectious disease mortality in the pre- versus post- HIV era.

Proposed Surveillance Projects: Surveillance evaluation on one of the following systems: multifaceted system for monitoring influenza activity, use of outpatient syndromic surveillance data as part of the federal Meaningful Use program, or surveillance for antibiotic resistant pathogens.

Range of Opportunities: The potential for short- and long-term projects and acute outbreak investigations abound. It is New York City after all! The EIS officer is not limited to projects in BCD; opportunities also exist in other programs (tuberculosis, HIV, chronic disease, environmental, injury).

Position Strengths: It is an exciting environment and you get a true taste of all aspects of public health at the local level. Energetic, knowledgeable colleagues are willing to work with the officer to get projects done.

Special skills useful for this position: New variable. Example from previous PD not available.

Available Data: New variable. Example from previous PD not available.

Recent Publications: New variable. Example from previous PD not available.

Domestic Travel: 0% **International Travel:** 0%

Available Support: The NYCDOH has a large staff of medical and doctoral level epidemiologists and >40 EIS alumni, including our current Commissioner. BCD has a large number of research scientists and surveillance staff to provide epidemiologic support and assist in field investigations. Computer, statistical, and clerical support are readily available. The City and State public health laboratories provide diagnostic support for epidemiologic investigations.

Current/Recent EIS Officer: Prabhu Gounder, MD, (EIS 2010)

Officer Projects: New variable. Example from previous PD not available.

Officer Publications: New variable. Example from previous PD not available.

Consultants:

Size of Community: 8.1 Million

University Affiliation: We have collaborative relationships with Columbia and Hunter Schools of Public Health.

Living Environment: Sometimes challenging, often surprising, always exciting.

Cultural and Recreational Assets: If you have to ask...

Opportunity for Partner's Employment: Excellent



EIS Position Description Instructions EIS Class of 2016



Getting Started: Word Template

Primary Supervisor:

Secondary Supervisor(s):

Consultant(s)

Current/Recent EIS Officer(s):

The total word count for this field cannot exceed 50 words.

Current/Recent EIS Officer projects:

The total word count for this field cannot exceed 200 words.

Current/Recent EIS Officer Publications:

The total word count for these three fields cannot exceed 500 words. See additional guidance on page 13.

Background:

Proposed Initial Projects:

Proposed Surveillance Projects:

The total word count for these four fields cannot exceed 200 words. See additional guidance on page 14.

Available Support:

Range of Opportunities:

Position Strengths

Available Data:



EIS Position Description Instructions EIS Class of 2016



The total word count for this field cannot exceed 100 words. See additional guidance on page 15.

Special skills useful for this position:

The total word count for this field cannot exceed 100 words. See additional guidance on page 15.

Recent Publications:

Domestic Travel: __% **International Travel:** __%

Optional variables, only available for non-CDC assignments. The total word count for this field cannot exceed 150 words.

Size of Community:

University Affiliation:

Living Environment:

Cultural and Recreational Assets:

Opportunity for Partner's Employment: