

JOB DESCRIPTION: **COMMUNITY HEALTH DATA ANALYST**DATE: **9/1/2022**


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<b>EXEMPT (Y/N):</b>	No	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Public Health	<b>CLASSIFICATION:</b>	497
<b>SUPERVISOR:</b>	Director, Public Health	<b>SALARY RANGE:</b>	26
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Provide data collection, analysis and communication related to the improvement of public health. Position focus is largely on COVID-19 data related and social determinants of health. Involvement in the community health assessment/community health improvement plan (CHA/CHIP) process to identify current health needs and strengths across the County. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Provide analysis, interpretation, and presentation of data on health outcomes and social determinants of health.

Monitor community health status and identify community health problems; share relevant information with partners inside and outside of public health.

Design and implement strategies for local primary data collection.

Conduct epidemiologic investigations of specific diseases, injuries, or other adverse health events using relevant qualitative and quantitative data and information.

Assist in the development and refinement of community health assessments. Assist in the development, implementation, and monitoring of program and organizational performance standards.

Utilize secondary data sources (vital statistics, hospital discharge data, primary health care data) to understand patterns and trends in health outcomes.

Participate in quantitative and qualitative data collection, analysis, interpretation, summary and presentation using specific software pertaining to Public Health.

Assist in selecting and employing appropriate methods for the design, implementation and evaluation of public health programs and interventions that address population-based health issues.

Act as the local public health lead for framing and communication of data analysis results to ensure data-informed decision making related to program planning and implementation.

Provide presentations and written reports to staff and the community, including annual communicable disease report.

Collaborate with community partners, diverse populations, and key stakeholders to address specific issues.

Use defined criteria to monitor and evaluate public health programs for effectiveness and quality performance.

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Manage internal and external data dashboards for the County.

Conduct literature reviews related to issues relevant to specific public health issues or programs.

Assist in identifying and writing proposals in response to grant opportunities, and preparing accurate and timely program reports for granting organizations, agencies, and government bodies.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

**SUPERVISORY RESPONSIBILITIES:** Work independently without direct supervision under the general direction of the Director who provides policy, procedure and administrative direction.

**SUPERVISION RECEIVED:** Works under the general direction of the Public Health Director who provides policy and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in public health, biology, health sciences, or similar subject area with evidence of course work in epidemiology to include statistical methods and analysis. Master's degree in one of these areas is preferred. Must have experience with surveillance, investigation and evaluation of communicable or chronic diseases or conditions. Experience with designing surveys and conducting primary data collection.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the County's liability insurance.

**KNOWLEDGE, SKILL AND ABILITY:** Must have knowledge of and experience with epidemiology, surveillance, health communications and local public health programs.

Must be proficient in statistical software.

Ability to communicate effectively both orally and in writing. Ability to work both independently and as a team member. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical demands while in the office are minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***