

# SARPY/CASS

## Health Department

<b>Position Title:</b>	Public Health Data Analyst				
<b>Agency Unit:</b>	Health Protection				
<b>Reports to:</b>	Assistant Health Director	<b>Supervises:</b>	None		
<b>Employment Status:</b>	Full-time 40 hours/week	<b>Pay Grade:</b>	\$55,551 – 69,472	<b>FLSA Status:</b>	Exempt

**Position Summary:** The Public Health Data Analyst (DA) is will be responsible for designing and implementing the data systems needed to support regional decision-making and problem-solving, this position requires someone with the ability to analyze and present the data by making it understandable to health department staff, public officials and the general communities served. This position is responsible for assisting the Disease Surveillance & Investigations Public Health Nurses in completing disease surveillance activities. This position requires strong interpersonal skills to make connections and build relationships within the health jurisdiction. The Public Health Data Analyst works collaboratively with others internally and externally. Collaborates with staff to monitor, identify and control factors that affect the public’s health.

- Essential Duties:** Under general supervision, the DA performs the following essential duties within the framework of the Department’s provisions of the core functions and essential services of public health;
- Monitor and analyzes public health data and creates reports that identify trends in health problems, environmental public health hazards and social and economic health factors that affect the public’s health.
  - Collect, analyze, and maintain health care, testing and other COVID 19 related data; ensure data is accurate, current, and complete through quality assurance procedures; establish routines for data; transform data into meaningful end-user information. Use various techniques such as data mining, process automation, workflow modifications and agency collaboration to develop new and enhance existing datasets.
  - Utilize established scientific and technical methods and practices to identify and evaluate public health information to recognize health problems pertinent to the population.
  - Provides expertise in the design, management and evaluation of study protocols and health status questionnaires, sample selection and analysis.
  - Coordinates with staff to conduct and report timely investigations of health problems and environmental health hazards in order to control the spread of disease.
  - Run queries and reports to generate Covid-19 data outputs for subsequent analyses
  - Data cleaning, assembling datasets of laboratory testing results
  - Conduct data analyses on Covid-19 outbreak investigation data using Excel/SAS/SPSS/R
  - Edits and reviews final documents for general appearance and accuracy to ensure quality before submission for public release.
  - Respond to end-user questions, inquiries, and ad-hoc requests, including data development, reports and presentations and map production. Work directly with end-users to evaluate solutions, fulfill requests, and recommend solutions that support sound decision-making.
  - Participate in on going COVID-19 investigations.

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- Gather, organize, interpret and maintain data for program monitoring and reporting.
- Write and submit reports in an accurate and timely manner.

### **Additional Duties:**

- Promote and facilitate the incorporation of Departmental core values, vision, mission, and strategic initiatives into daily service delivery.
- Develop a working knowledge of other Department services and programs and provide information to the public as appropriate.
- Assume responsibility for own professional growth and development by pursuing education, participating in professional committees/work groups, and contribute to a work environment where continual improvements in service and professional practice are pursued.
- Adhere to all HIPAA and Department confidentiality and privacy policies and practices.
- Establish and maintain effective working relationships with coworkers, stakeholders, governmental officials, and the general public. Resolve conflict.
- Represent the Department by serving on various committees, coalitions, and community alliances related to emergency preparedness or as assigned by Director or designee.
- Attend trainings, courses, seminars, and conferences, as approved or assigned by Director or designee, to maintain knowledge of current trends and to develop skills necessary to assure duties are performed satisfactorily.
- Participate in needs assessments, strategic planning, accreditation, evaluation improvement processes. Employ data-driven decision-making to determine pertinent program priorities, goals, and objectives.
- Perform computer input and retrieval functions utilizing a variety of hardware and software programs.
- Prepare accurately and maintain various records, reports, correspondence, and other Departmental documents including mileage reports and time sheets.
- Present submissions for posting on the Department's website and other social media platforms.
- Assist in training and orientation of new employees.
- Perform other duties as assigned.

### **Qualifications:**

- A bachelor's degree required from a four-year college or university in public health, biostatistics, or other closely related field or Data Analytics, Data Science, Computer Science, Business Analytics, Geography, GIS, Economics, Statistics, or a related field with a strong data management or analysis component is preferred. Any equivalent combination of education, training, and experience, which would provide the required knowledge, skills and ability, may be reviewed and considered.
- Master's degree preferred.
- Individuals in this position must have knowledge of principles, techniques and application of behavioral epidemiology. Demonstrated ability to research, compile and summarize a variety of informational and statistical data and materials. Skilled in methods and techniques of research, statistical analysis and report presentation. Ability to work with mathematical concepts such as probability and statistical inference.
- Knowledge of public health data analysis and research methods. Expertise in querying and

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manipulating relational databases, and ability to develop applications for editing, browsing, or querying data. The position also requires experience with ETL (extract, transform and load) processes. The data analyst must demonstrate a strong ability to translate technical material into language understood by non-technical audiences, in both oral presentations and written reports. The applicant must also be able to analyze data using a wide variety of techniques, including statistical analysis programs and geographic information systems (GIS). Preference will be given to individuals with:

- Knowledge and experience in the principles, techniques, and application of behavioral epidemiology.
- Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Demonstrated computer use ability in word processing, spreadsheet, database, and presentation software.
- One or two years of experience in working with data analysis software (such as: SAS, SPSS, STATA, R).
- Strong Microsoft SQL experience.
- Exceptional project management and problem-solving skills.
- Proficiency in summarizing data used in statistical analysis.
- Proficiency using ESRI GIS applications, including spatial statistical analysis.
- Demonstrated experience with “Big Data” tools and datasets.
- Experience with visual analysis and dashboard creation using programs such as Tableau.
- Demonstrated knowledge of emergency services, public health and health care planning and response.
- Knowledge of applicable modeling tools, spatial and statistical data analysis, interpretation, report preparation, and presentations.
- Excellent written and oral communication skills.

- General:**
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800 certification within six (6) months of employment.
  - National Incident Management System (NIMS)/Incident Command System (ICS) 300 and 400 certification, when available.
  - Must possess a valid driver’s license at the time of hire, and maintain it throughout the course of employment.
  - Must possess own mode of transportation.
  - Successful completion of a criminal records check and drug screen test.
  - Non-tobacco user.

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**Knowledge, Skills and** • Knowledge of the core functions and essential services of public health.

- Abilities:**
- Knowledge of program planning, implementation, and evaluation.
  - Knowledge of social marketing principles, public information, mass media, and methods of instructions.
  - Knowledge of the functions of the Nebraska Public Health Laboratory.
  - Knowledge of the geography of Sarpy and Cass counties.
  - Demonstrate interpersonal and facilitation skills.
  - Ability to work under stressful emergency situations and maintain composure.
  - Ability to conform to scheduling demands that may include weekends, holidays, emergency call-ins and varied days, hours, and shifts.
  - Ability to reach consensus with a group.
  - Ability to organize and facilitate meetings with different agencies and emergency response partners.
  - Ability to make professional decisions within the framework of Department policy, and perform all duties with efficiency, thoroughness, accuracy, and attention to detail.
  - Ability to assess, organize, and prioritize work assignments and meet deadlines.
  - Ability to understand and communicate effectively utilizing the English language both verbally and in writing, including use of proper grammar, vocabulary, spelling, and punctuation.
  - Ability to effectively present information, data, and statistics both verbally and in written communications.
  - Ability to understand and follow verbal and written instructions.
  - Ability to communicate, deal effectively and courteously with individuals of all ages and from a wide range of social and economic backgrounds, including those who may be irate.
  - Ability to perform mathematical calculations in the performance of job duties.
  - Ability to work independently with a minimum level of supervision after completing training and probationary period.
  - Ability to operate a motor vehicle safely and in compliance with traffic laws and regulations, in the performance of job duties.

**Work Environment:** Work is generally performed indoors in an office setting, community sites or clients' homes and workplaces, but may occasionally be performed outdoors. The incumbents schedule may involve varied days, hours, weekends, holidays, and call-ins. Work may be fast-paced when dealing with multiple priorities, frequent interruptions, irate or uncooperative individuals, and emergency situations. Work also involves contact with, or exposure to, inclement weather conditions when traveling to various locations in Sarpy and Cass counties.

Work requires physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stopping, and climbing. Noise level is typically moderate. An incumbent must have the ability to frequently lift and/or carry audio-visual equipment, supplies, and other materials weighing up to 10lbs., and occasionally lift and/or carry audio-visual equipment, supplies, and other materials up to 25 lbs.

Duties also require the ability to tolerate a work environment that includes infrequent contact with or exposure to blood or other body fluids, and infectious materials.

Frequent fine motor movement of fingers, hands, and wrists with gross motor movement of elbows and arms as well as hand-eye coordination and manual dexterity are necessary and



required. Required sensory abilities include vision, hearing, and touch. Visual abilities, correctable to normal ranges, include close, distance, and color vision as well as depth perception and the ability to adjust focus. Communication abilities include talking and hearing within normal ranges.

Due to the need for all Department personnel to respond to public health emergencies, all personnel must be fitted and able to wear a NIOSH 95 mask.

**Limitations and Disclaimer:** The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Employees will be required to follow any other job-related requirements and to perform other job-related duties requested by Sarpy/Cass Health Department in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

All job descriptions are subject to possible modification to reasonably accommodate individuals with disabilities in compliance with the Americans with Disabilities Act and any other applicable Federal and Nebraska law. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The Sarpy/Cass Health Department retains the right to modify or change the essential and additional duties of the job at any time.

I have read and understand the duties and responsibilities for which I am responsible. The duties, responsibilities and minimum requirements have been reviewed with me and I have received a copy.

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Health Department

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Employee's Signature

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Date

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Health Director's Signature

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Date