

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: PUBLIC HEALTH DATA ANALYST
DEPARTMENT: PUBLIC HEALTH
REPORTS TO: ADMINISTRATIVE DIVISION MANAGER

CLASS CODE: 49816
FLSA STATUS: N
DATE: 01/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Analyze and evaluate programmatic functions of various divisions of the Public Health Department; provide statistical information within Public Health and upon request to other entities; perform a wide variety of computer based data collection and analysis activities in support of various Public Health program operations.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Responds to data collection, system design and data analysis needs throughout the Public Health Department to including: collecting data and implementing design of reports on population health and program outcomes; collecting data and producing annual report for the Child Death Review Team and other Public Health programs; researching and writing reports for policy development, evaluation and other data oriented topics; working with other MCHP staff to develop data collection systems and survey analysis to provide information about program objectives.

Assists in the development of an integrated data management system for Public Health.

Participates in computer, data and ad hoc committees involving data management throughout the department.

Acts as liaison between Public Health and MCHP by participating in Computer and Data Committees.

Works with State agencies to improve Public Health data analysis capabilities.

Provides continuing improvement and maintenance of various integrated database applications.

Plans and performs various application system upgrades as needed.

Provides support and training for staff using the various database systems.

Keeps up with changing program requirements for State ADP reports.

Participates in development of public presentations of the CHSR and other public relations media campaigns.

Leads staff in the data collection, development and production of the comprehensive reports.

Performs special assignments as requested, to include researching and preparing reports and projects and develata to management, elected officials, and others.

Prepares flyers, brochures, forms, newsletters, organization charts, etc., as needed.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor=s degree from an accredited four-year college or university in a related field; and,

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Advance statistical analysis, data collection techniques, computer programming, database development and maintenance, and process and outcome evaluation techniques.

Principles, methods, and techniques related to health planning and program development.

Administrative principles and practices, including goal setting and implementation.

Skill in:

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to analyze and evaluate operations and program activities.

Ability to establish and maintain effective working relationships with staff, public officials, advisory groups, and the general public.

Ability to identify problem situations, gather and analyze relevant data, establish priorities of action based upon such analysis, and take appropriate steps to incorporate such priorities.

Ability to prepare clear and concise written reports and to document systems and methods.

While performing the duties of this position, the employee is required to regularly speak and listen.

While performing the duties of this position, the employee is frequently required to stand, walk, and use fingers and hands, handle and/or feel objects, tools and/or controls.

While performing the duties of this position, the employee is often required to sit and reach

While performing the duties of this position, the employee is required to frequently lift and/or move objects weighing up to 30 pounds.

Specific vision abilities required by this position include close vision, distant vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is required to frequently drive and/or travel in a vehicle.

Working Conditions:

While performing the duties of this position, the employee works indoors and is not exposed to outside weather conditions. The noise level while performing these duties is generally moderate.

While in transport or being transported to presentation or meeting locations, the employee may be exposed to outside weather conditions and may experience higher than normal noise levels.

file: phdatanl.49816

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.