

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	SR. PUBLIC HEALTH ANALYST
DEPARTMENT:	PUBLIC HEALTH
REPORTS TO:	ASSISTANT PUBLIC HEALTH DIRECTOR

CLASS CODE: 49817
FLSA STATUS: N
DATE: 12/01

JOB SUMMARY:

Under general supervision plans, develops, and implements systems for disease surveillance using epidemiological and health status monitoring statistical principals and is responsible for evaluating the efficacy of countywide health programs and for making recommendations regarding program and policy changes.

DISTINGUISHING CHARACTERISTICS:

The senior level analyst is distinguished from the Public Health Analyst by the overall responsibility to analyze and comment on Department or countywide health program strategies and disease surveillance. The Public Health Analyst is more regularly associated with specific programs and may participate in such analysis but does not normally have the responsibility to present and make comment on Department wide programs. The senior level position may provide technical guidance and training to Public Health Analysts.

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

Evaluates the effectiveness and efficacy of intervention or controls strategies using appropriate program evaluation methods and determines health status outcomes in order to ensure that established program standards and department goals are met.

Makes recommendations regarding countywide programs and policy changes.

Analyzes and evaluates health data using bio-statistical principals to determine disease trends in the community; produces reports and summaries including tables and graphs; coordinates data management activities as appropriate with Public Health and County Information Systems Department; builds models and makes projections.

Instructs personnel regarding collection, tabulation, computer entry and extraction of data; provides information to both county and outside agencies and individuals who seek health data about the community.

Interprets and analyzes statistical data for public health managers and advises them of implications of the data for public health policy; gathers and reviews current statistical literature and data reports; defines populations of interest to develop health studies for specific groups in the county.

Implements research projects and studies: plans, coordinates, and directs collection, coding and entry of data; develops and maintains computerized databases to monitor the current health status of target groups; produces reports; makes formal presentations on health information analysis to management, elected officials, and others using computer-aided graphical design and display.

Leads staff in survey design and data collection; develops statistical and technical summary reports based on these surveys for dissemination.

Leads staff in the publication of the Public Health Annual Report and the Community Health Status Report (CHSR); participates in development of public presentations of the CHSR and other public relations media campaigns to disseminate the report.

Responsible to plan and implement integrated data management system for Public Health and 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 in order to meet State and

County data and reporting requirements; provides support and training for staff using the various database management systems.

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

Represents the agency at meetings and other functions to resolve/respond to issues

Designs and prepares flyers, brochures, forms, newsletters, organization charts, etc. using page layout software, as needed.

May supervise a small support staff.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelors degree in Public Health, Epidemiology, Biostatistics, or a related field from an accredited four-year college or university in a related field (Masters preferred); and,

Four years of progressively responsible related experience involving the development of disease surveillance or health program analysis; 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:

Valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principals of epidemiologic investigation and community disease control; principals and procedures of epidemiology research design and statistical methods used in epidemiologic studies.

Knowledge of advanced statistical analysis and computer-based statistical software to conduct statistical analyses and create presentation graphics.

Data collection techniques, database development and maintenance, and process and outcome evaluation techniques.

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

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

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

Administrative principles and practices, including goal setting and implementation.

Ability to:

Analyze and organize data.

Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.

Communicate clearly and effectively, both orally and in writing.

Analyze and evaluate operations and program activities.

Establish and maintain effective working relationships with staff, public officials, advisory groups, and the general public.

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

Prepare clear and concise written reports and document systems and methods.

Make statistical projections and build statistical models.

Make recommendations and pose solutions.

Working Conditions:

The employee is required to regularly speak and listen.

The employee is frequently required to stand, walk, and use fingers and hands, handle and/or feel objects, tools and/or controls.

The employee is often required to sit and reach.

The employee is required to frequently lift and/or move objects weighing up to 30 pounds.

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

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

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.

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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.