



JOB POSTING

POSTING DATE: June 11, 2024

POSITION: Data Analyst

STATUS:

- One Full-Time (40 Hours/Week), Non-Exempt Position
- Typical hours are 8:00am – 4:30pm M-F; evenings/weekends may be occasionally required due to meetings/training/etc.
- Pay Range: \$21.00-\$30.00 per hour, based on qualifications.

RESPONSIBILITIES INCLUDE: As the Data Analyst, this position is responsible for a full range of activities, including but not limited to the following:

- Preparation of data and reports related to health monitoring in Huron County, including but not limited to respiratory illnesses, communicable diseases, and school absentee surveillance.
- Planning for and implementing evaluation activities for several programs across the agency's four divisions.
- Identification, analysis, and interpretation of public health data to support ongoing program needs across each of the agency's four divisions. Presentation of data in a compelling way, whether in making comparison to benchmarks, pointing out anomalies, displaying trends over time, or using other creative analytical tools.
- Producing reports to summarize findings, support program decisions, and meet grant deliverables.
- Managing data and reporting data for several agency programs, such as Project DAWN (Deaths Avoided With Naloxone), the Huron County Drug Overdose and Suicide Fatality Review Board, etc.
- Leading the agency's performance management (PM) and quality improvement (QI) initiatives, including but not limited to running meetings, updating plans for QI & PM, and issuing reports on a regular basis.
- Playing an integral role in the agency's public health accreditation processes, serving as the domain team leader or member for several domains and responsible for population health outcomes reporting per guidelines set by the Public Health Accreditation Board (PHAB).
- Assisting with the development and implementation of survey instruments and assessments for primary data collection.
- Assist in design, implementation and maintenance of standard internal and external (public) dashboards, such as the Huron County Substance Use and Mental Health dashboard.

- Respond to queries and data analysis requests by internal and external stakeholders.
- Supports the Administrative Services Division in fiscal reporting, as needed.
- Assists the Public Information Officer with the compilation of HCPH's Annual Report each year.

As an employee of HCPH, this position will also be responsible for participating in other agency initiatives, such as public health emergency response, or other duties as assigned.

EDUCATION:

- A bachelor's degree from an accredited college or university in Health Science, Public Health, Statistics, Biostatistics, Epidemiology, Actuarial Science, Biology, Biomedical Sciences or healthcare related discipline (master's degree preferred i.e., MBA, MPH, MHA, MS).

QUALIFICATIONS:

- Must have valid Ohio Driver's License, proof of liability insurance (meeting minimum standards set forth by HCPH), and access to reliable transportation.
- Drug screening and background check clearances upon hire.
- Must have organization and writing skills suitable to data management, accreditation, quality improvement, and performance management.
- Advanced in statistical analysis tools such as Excel.

Interested parties should forward their resume to :

Huron County Public Health
 Attn: Community Programs Division Director
 28 Executive Drive
 Norwalk, OH 44857
 Email: nmarks@huroncohealth.com