

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Health Data Analyst</u>
Sch.& Grade	<u>PAT-9</u>
Class Code	<u>CO47</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Health</u>

PRIMARY PURPOSE:

Conducts and coordinates the analysis of community health data; coordinates daily activities involving departmental information systems, including interaction with City and State Help Desk staff.

SUPERVISION:

Under general supervision of the Environmental/Community Health Planner.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Conducts statistical analysis of health data, including interpretation and reporting of results.
2. Ensures integrity of data collection, data entry, and statistical analysis; maintains security and confidentiality of data.
3. Develops and conducts surveys and other methodologies to assist the department in evaluating and addressing public health concerns.
4. Designs community health studies with complexities such as control matching, meta analysis, and data strength testing.
5. Administers and maintains departmental databases.
6. Develops and/or analyzes complex project activities, such as logic diagrams and workflow diagrams.
7. Maintains departmental surveillance capabilities.
8. Prepares and presents clear and concise reports.
9. Informs, educates and communicates results of data collection and analysis to public officials, elected officials, citizens, civic groups, etc.
10. Oversees daily fulfillment of health information services, including troubleshooting, application training or assistance, general computer advice, computer supplies procurement, data analysis, and quality assurance.
11. Supported equipment may include, but is not limited to: PCs, printers, monitors, modems, peripherals, network attachments, servers, etc.; supported software may include, but is not limited to: DOS, MS Windows, NT, Netware, MS Office Pro, Word Perfect, Netscape, Arc Info, Dream Weaver, SPSS and other identified proprietary health department systems.
12. Ensures all operations and documentation are maintained as required.
13. Communicates with users, vendors, and dealers to gather details, resolve problems, recommend possible solutions, etc.
14. Serves as liaison between the City's Information Systems Division and departmental employees to improve customer service and relations.

IMPORTANT FUNCTIONS:

1. Performs minor office administration tasks, such as copying, filing, faxing, etc.
2. Attends seminars, conferences, and work shops for professional development purposes.
3. Travels to off-site locations for the purpose of gathering information and conducting environmental assessments.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of statistical methods and survey development; principles and applications of data collection, data analysis, and information systems management. Knowledge of PC based hardware and software systems, computer applications (word processing, graphics, spreadsheets, databases, etc.), and local area network applications and tools.

Abilities

Develop surveys, obtain and analyze data, and prepare clear, concise and comprehensive reports; utilize sound, independent judgment; follow oral and written instructions; observe, troubleshoot and repair minor computer system problems; train and assist employees in various sections of the department; communicate effectively, both verbally and in writing; deal effectively and courteously with individuals at all levels of the organization, including associates and the general public; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s degree in Statistics, Business or Public Administration, or other discipline with an emphasis on data analysis, supplemented by two years of professional work experience involving survey development, data collection and data analysis. A Master’s degree in an appropriate discipline may be substituted for one year of the professional work experience requirement.

Physical Requirements

Performs bending, squatting, kneeling, sorting, and reaching from ground level to overhead; lifts, carries, pushes and pulls up to 40 pounds; must be able to hold and grip objects; must be able to operate a computer keyboard and/or mouse; may be subject to sitting for long periods of time.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment. May be exposed to extreme weather conditions when working off-site to gather information or conduct environmental assessments.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle during the course of performing job duties, must possess a valid Missouri Motor Vehicle Operator’s License, and provide required liability coverage. Incumbent must provide own transportation.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 5188
Comments:	Updated Abilities	Date: June 3, 2002

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____