POSITION SUMMARY:
Conduct analysis of data, including but not limited to operational/organizational level data, client and population level data, trend monitoring of health and demographic and system data, consumer protection/food inspection data, environmental data, and program data. Evaluate and assess system level data and analytics needs. Research and recommend applicable best practices for data collection, analyzing trends, issues, and barriers. Prepare and edit reports for internal or external publication in reference to the program data, activities, and guidelines.

PRINCIPAL DUTIES/RESPONSIBILITIES:
The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS (90% of Time):
1. Annually request and analyze data in order to monitor trends in Tulsa County and incorporated areas.
2. Perform statistical data analysis and interpret data results to distinguish patterns and recognize trends.
3. Evaluate and assess program activities and procedures within the Department.
   a. Conduct baseline and ongoing assessments of programs to ascertain current performance management activities.
   b. Analysis of program level data for THD programs (i.e., Children First, Healthy Start, Family Advocates, Food Protection Services, Environmental Health, etc.)
4. Author reports, presentations, health impact assessments, data visualizations, and compile data briefs.
5. Plans, designs, analyzes and modifies software analytics as needed.
6. Creates custom queries and reports related to program and community data.
7. Fulfills data requests writes documentation, procedures and reports.
8. Works with data and program staff to make recommendations related to training, evaluation, planning, accountability, and performance management when working within or across multiple areas.
9. When necessary, collaborate with outside agencies and organizations/community partners through meetings and public presentations related to program initiatives, goals and strategies.
10. Review, recommend, and support policy development through a health analytics lens utilizing a health in all policies approach.

SECONDARY JOB FUNCTIONS - NON-ESSENTIAL (10% of Time):
1. Participates in education and training opportunities related to the job.
2. Coordinate with Information Services and Technology for database needs beyond program resources.
3. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.
QUALIFICATIONS / SPECIFICATIONS:

Education: Bachelor’s degree required in information management, information science, computer science, data analytics, data science, public health, statistics, or a related field that would provide knowledge of advanced electronic data management, analytical and research techniques. Master’s degree preferred.

Experience: Two to four years of experience compiling, cleaning, managing and analyzing data, and creating data models. Experience writing custom queries and pulling reports.

Knowledge/Skills:

- Excellent interpersonal, organizational and writing skills necessary.
- Excellent communication skills are required in communicating effectively with all levels of participants and employees.
- Skills in concentrating and paying attention to details.
- Skill in statistical analysis, predictive analytics, and reporting.
- Proficient in databases, and writing queries.
- Demonstrated proficiency in the manipulation of user defined fields.
- Advanced skills using at least 2 of the following: Tableau, Excel, SPSS, R, Python, PowerBI, PowerQuery, or related applications.
- Highly developed electronic data management and communication skills are required to present complex ideas orally and in writing to people inside and outside of the Health Department.
- Skills are required in the use of computer databases, file manipulation and data analysis, and the use of statistical, database, spreadsheet, or geographic information system software.
- Highly motivated and capable of working under demanding time constraints with minimal supervision.
- Ability to work cooperatively with people at all levels with respect and ability to respond appropriately in a variety of complex situations.
- Report to work promptly when scheduled.
- Be able to work under supervision and accept feedback.
- Relate effectively and work respectfully with diverse work groups.
- Set and meet deadlines.

Licenses: None.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Regular contact with internal staff, coworkers, supervisor, department managers, and other Health Department personnel regarding data requests.

PHYSICAL EFFORT:

- Arm/hand steadiness and digital dexterity enough to operate a keyboard and perform other essential functions of the job. Repetitive hand and arm movement related to computer, keyboard, mouse and telephone operation. Reaching, grasping, talking, hearing, and visual acuity are required to effectively work in this role. Sitting for long periods of time.
SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:
Direct Supervision – None.
Indirect Supervision – None.
Budget/Money/Material – Responsible for assigned equipment.
Reports to – Manager, Information Systems.

WORKING CONDITIONS:
- Primarily indoors in an office setting. Work a standard workweek but may be required to work some evenings and weekends to meet demands and deadlines.

SPECIAL REQUIREMENTS:
- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.

FLSA Status: Exempt