PUBLIC HEALTH DATABASE ANALYST

DEFINITION

Under general supervision, create and maintain data storage; assess database design; develop and maintain database documentation; maintain data security; gather, organize, analyze, and interpret statistical information; compile and interpret data from varied sources to inform decision-making and quality improvement.

DISTINGUISHING CHARACTERISTICS

This position has primary responsibility for creating and maintaining public health databases, including secure storage of protected health information. Provides support for a wide range of public health programs and projects, including epidemiology, disease surveillance, performance management, and quality improvement.

REPORTS TO

Department head or as otherwise directed by department head.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

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EXAMPLES OF DUTIES

- Plans and oversees database development, maintenance, and modification efforts to address business, staff, and public health reporting needs.
- Performs professional level data analysis in support of assigned data needs, quality improvement and performance outcomes.
- Design and participate in the modification of existing or implementation of new systems, databases, data collection tools, data analytics and other strategies that optimize business or data efficiency and quality.
- Review systems and program data for functionality, security, efficient, and accurate data. Ensures all necessary assessment and performance measures are submitted in a timely manner.
- Performs regularly scheduled backup and recovery. Monitors and evaluates the efficiency and effectiveness of data for all public health records, software and systems, and procedures to identify opportunities for improvement based on data collected and analyzed.
- Prepares reports for management and staff.
- Coordinates and shares information and resources (data, communications, hardware, and software), avoiding duplication of efforts and resources, minimizing inconsistencies, reducing burden on the participants, and developing and deploying strategies that are cost effective and improve utilization and efficiencies, cultural competencies, and other related measures.
- Provides training to all relevant personnel on forms, procedures and reporting from database.
- Acts as a resource person for users by answering questions and resolving problems related to the use, application, and operation of public health systems.
- Ensure that database projects are completed within set time limits and within estimated budget costs.
- Create statistical and data quality reports for use in program development, implementation, and improvement; designs and produces related charts, tables, and graphs.
- Consult and collaborate with program specialists and staff to develop tools for system related training.
- Compliance with State and Federal reporting guidelines and ensure compliance with all Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Submission of reporting requirements for each assigned program area.
- Participation in community events and agency initiatives.
- Other duties as assigned.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; lift and move objects weighing up to twenty-five (25) pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous use of computers and electronic equipment; regular contact with staff.

DESIREABLE QUALIFICATIONS

Knowledge of:
- Working knowledge of Database design, construction, and maintenance methods in coordination with the County Information Technology Department.
- Working knowledge of principles and practices used in the analysis and development of procedures associated with database.
- Data oriented programming languages and software for data analysis, reporting methods, techniques, and procedures.
- Data management best practices and database applications.
- Federal and state laws governing use of protected health information.
- Legal requirements related to public records requests in coordination with County Counsel.
- Desktop and network operating systems, intranet and internet.
- Statistical methods for descriptive analysis and inference.
- Principles and methods of graphical data display.
- Current trends in computer science, hardware, and software.
- Sources of health and population data.
- Modern office practices, methods, equipment, and software
- Desktop and network operating systems.
- Electronic health records software and systems.
- Regulations and procedures related to specific automated information systems utilized by assigned department.
- HIPAA and CFR 42 requirements for health information and technology.

Ability to:
- Work effectively as part of a multidisciplinary team.
- Communicate effectively in writing and orally.
- Analyze, interpret, identify, and resolve problems in an effective manner.
- Exercise organizational skills and attention to detail.

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Ability to – continued:

- Learn and apply emerging technologies.
- Be flexible and adaptable to continually changing demands or situations.
- Research and analyze information from a variety of sources. Prepare clear, concise reports and accurate program documentation and user procedures.
- Maintain confidentiality of materials and use discretion in sensitive situations.
- Comply with all HIPAA rules and regulations.

TRAINING AND EXPERIENCE:

Required Qualifications are:

Graduation from an accredited college or university with a bachelor's degree, in Computer Science, Informatics, Biostatistics, Mathematics, or related field.

OR

Graduation from an accredited college or university with an associate degree in another closely related filed,
AND
two (2) years of professional experience in data management, administration, analysis, or another related field.

OR

Four (4) years of professional experience in data management, administration, analysis, or another related field.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.