DATA SURVEILLANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a technical professional level position within the Department of Health which involves responsibility for designing, programming, managing, and customizing databases and queries to support countywide public health surveillance and analytic needs. An incumbent is also responsible for developing various evaluation tools and methodologies for the purpose of supporting ongoing public health data collection, quality assurance, and statistical reporting. The work is performed under the direct supervision of the Director of Public Health. Supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title does not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Collects, maintains, and conducts quality assurance of public health surveillance data across multiple internal and external sources;

Works in collaboration with internal programs and external partners to acquire, link, and maintain surveillance datasets;

Manages surveillance data in multiple systems including MS Excel, Access, and a web-based surveillance system; uses programing languages such as SQL and R to write queries and run reports;

Develops data management materials and documentation, such as protocols, data dictionaries, and data collection forms;

Programs and customizes various databases and designs queries to meet departmental public health surveillance needs;

Analyzes public health data to support epidemiologic assessment and decision-making;

Works with agency leadership to improve surveillance systems and indicators for emerging and ongoing public health issues;

Provides technical and database administration support to department;

Assists with data retrieval and analysis for public health decision-making, policy development, budgeting, research, and other purposes, including developing evidence-based medical and public health policies and procedures, responding to information requests, and conducting financial reviews.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of database management systems, structures and techniques; good knowledge in one or more of the commonly used database query languages; good knowledge of MS Office (Excel and Access); good knowledge of tools and methods used for collecting and presenting data; ability to design, program and customize databases to user defined needs; ability to design queries for the purpose of user defined reporting requirements and to generate reports from various databases; ability to prepare complex narrative and statistical reports using computer software; ability to write clear and accurate reports and records; ability to gather and organize pertinent data; initiative; accuracy.

MINIMUM QUALIFICATIONS: Either:

A. Possession of a Master's Degree in Epidemiology, Biostatistics, Data Analytics, Computer Science, or closely related field and one (1) year of experience in program design, development or evaluation; quantitative and qualitative research methods; or data analysis; OR

B. Possession of a Bachelor's Degree in Epidemiology, Biostatistics, Data Analytics, Computer Science, or closely related field and three (3) years of experience in program design, development or evaluation; quantitative and qualitative research methods; or data analysis.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.