DATA SURVEILLANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a technical professional level position within the Department of Health and Mental Health which involves responsibility for designing, programming and customizing databases and queries for the NYS HEALing Communities Study. An incumbent is also responsible for developing various evaluation tools and methodologies for the purpose of coordinating an ongoing evaluations program for the study consistent with the department's need for data collection and statistical reporting. The work is performed under the direct supervision of the Project Manager (Health/Mental Health) with additional oversight provided by the Columbia University's Research Coordinator. Supervision may be exercised over subordinate staff participating in the study. 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 and conducts quality control of grant required data related to fatal and non-fatal opioid overdose and access to and utilization of naloxone and medication for opioid use disorder (MOUD) in the county in collaboration with Columbia University's Research Coordinator;

Works in collaboration with agency-funded programs to maintain surveillance data and ensure complete, quality data are available and accessible to the agency;

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;

Evaluates program compliance with medical and public health guidelines by analyzing data; compiling, interpreting, and summarizing results;

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 the needs of the NYS HEALing Communities Study;

Analyzes data pertaining to NYS HEALing Communities Study;

Work with Commissioner of Ulster County Department of Health and Mental Health and Columbia study team to improve surveillance on opioid use related indicators;

Provides technical and database administration support to study team;

Assists with data entry and data cleaning, as needed;

Assists with other data retrieval and analyses, as needed, which may include data to develop evidence-based medical and public health policies and procedures, data to respond to requests for information, and data for financial review or research purposes.

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; good knowledge of spreadsheet and database applications; working knowledge of the New York State HEALing Communities Study; 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 Computer Science, Information Technology, Management Information Systems or closely related field and three (3) years 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 Computer Science, Information Technology, Management Information Systems or closely related field and four (4) 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.

ULSTER COUNTY   Adopted: December 23, 2019
2110 DATA SV CD   Revised: October 24, 2022
Classification: Competitive
2111 DASVCD HLP
Classification: Non-Competitive
NUMGT