



Job Title	Epidemiologist/Data Analyst
Department	Health & Human Services Department, Public Health Division
Employment Status	Full-time
FLSA Status	Exempt

Scope of Work

Under the general direction of the Assistant Director of Public Health, the Public Health Epidemiologist/Data Analyst performs a variety of professional epidemiological and analytical services identifying and utilizing data to best determine public health outreach and education, identifying and working with key partners to address areas of concern, and distilling complex data for a variety of audiences in support of the Health and Human Services department.

Supervision

Received	Assistant Director of Public Health or designee of the Director of Health and Human Services
Exercised	Provides training, functional supervision, and direction to interns and contractors.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Identifies needs, opportunities, and sources of data for further investigation in priority areas related to relevant population groups and their health equity experience, including the role of social determinants.
- Applies principles of informatics toward data collection, processing, and analysis in support of epidemiologic practice.
- Analyzes quantitative surveillance data and qualitative information from public health literature to draw insightful interpretations for data briefs, reports/data requests, and presentations.
- Reviews surveillance data on an ongoing basis to establish baselines and identify trends.
- Evaluates health and environmental data to assess completeness and quality.
- Produces data visualization content including tables, charts, maps, infographics, dashboards, etc. for a variety of stakeholders, including the public through website and social media updates.
- Communicates epidemiologic information through various mediums to diverse stakeholders including community groups, Town staff, residents, etc.
- Provides analytic support services and consultancy to Health Department staff.
- Involvement in coalitions including CCIT, Biosafety Committee, and any other town lead coalitions as needed.

- Overseeing projects that could include GIS mapping, Community Health Assessment, cross-sectional and longitudinal analyses, and more.
- Conducts policy and program monitoring, development and evaluation to ensure quality and program involvement.
- Through cross-training, provide back-up coverage for other professional staff, including communicable disease investigation, as required.
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.

Other Job Functions

- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- Bachelor's degree in epidemiology, biostatistics, public health, or a related field. Preference for applicants enrolled in or who have completed a graduate degree program. Equivalent combination of education and experience will be considered.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Epidemiological concepts and research methodologies/techniques • Statistical theory and techniques of epidemiological, demographic, biostatistical and community health research • Public health issues including the role of social determinants of health and disparities in health outcomes • Excel and at least one data analysis software such as SAS, SPSS, Stata, R, PowerBI, Tableau, and/or Epi Info to perform descriptive and statistical analyses • Proper safety practices, procedures, and regulations applicable to work being performed • Lab experience including BioSafety regulations is highly preferred. • ArcGIS, QGIS, ESRI, or other mapping software is preferred. • HTML coding language is preferred.
Ability to	• Function independently within broad scope of procedures • Provide analytic leadership to program staff and frame evaluation questions • Develop and present effective presentations to a variety of stakeholders • Refer budget or requests for relief staffing to Assistant Director of Public Health where clarification of Board of Health policies and procedures may be required • Adapt to changing needs and deliverables • Demonstrated ability to integrate dashboards and data infographics on relevant web platforms is preferred.

Skill In	• Report writing • Statistical analysis • Research • Program evaluation
-----------------	--

Necessary Special Requirements

None

Physical Demands

- Some periods spent in non-office environments, including businesses, schools, and other facilities as needed to perform epidemiological role.
- Some travel by private car within Town and to neighboring towns.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment and making difficult visual inspections in the field. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer