

DESCRIPTION: Under limited supervision, performs planning, development and implementation of vital statistics and various public health data collection and reporting; serves on project teams to establish electronic data collection methods; trains data providers on equipment and data collection tools; may supervise staff; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Determines data needed to be collected and the appropriate data resources for specific health data projects.

Performs and documents procedures for data preparation including data cleaning, standardization and analysis.

Develops data collection and evaluation methodologies, including format design, project criteria and requirements, data compilation, relevancy and usage.

Serves as liaison between the Division and data providers; consults with data providers to gain their cooperation and to respond to their requests, questions and problems.

Collects and records data from various health data sources such as medical facility patient records and other vital records.

Consults with staff on data coding problems and assists in developing means to correct those problems.

Confers with medical facility administrators and medical records personnel in the development and implementation of an appropriate data recording and collection system in order to obtain requested data as necessary.

Prepares written reports resulting from data collected to be used by interested groups and individuals.

Represents the Department through developing and providing health data presentations to various groups.

Develops and implements evaluation methodology related to various health data programs to determine completeness and adequacy of the data collection procedure.

Identifies training and technical assistance needs of data providers; assists with the development of training plans and provides on-going consultation and technical assistance.

KNOWLEDGE, SILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: computer applications for data collection; the principles and practices of data management; data collection, utilization and validation; research methodologies; report designs; arithmetic, algebra, calculus, statistics and their applications.

Skill in: presenting information to others to convey information; teaching others so they understand.

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Ability to: learn and apply agency policies and procedures; interpret data; establish effective working relationships with data providers and department staff; interpret and report on data collected; prepare and present information to individuals and groups.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Master's degree in Statistics or related field and one year experience in statistics, data collection, data management or related area OR Bachelor's degree in Statistics or related field plus three years experience in any of the above or related area.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).