

## HEALTH DATA AND EVALUATION MANAGER

### NATURE OF WORK

This is responsible professional, administrative and supervisory work coordinating the activities of the Health Data and Evaluation Division.

Work involves programmatic oversight and primary responsibility for leading, directing, and reporting for the communicable disease, bio-terrorism program, epidemiology, geographic information systems, quality improvement programming and program evaluation sections. This position reports to and receives direction from the Health Director and is responsible for the division budget and personnel management. Work is performed with considerable independence and is reviewed by an administrative superior through conferences and results achieved. Supervision is exercised over subordinate employees.

### EXAMPLES OF WORK PERFORMED

Coordinates, plans and conducts epidemiological investigations and disease surveillance; designs and evaluates protocols, data collection instruments and data management tools for use in conducting epidemiologic investigations and disease surveillance; revises procedures as necessary for maximum efficiency.

Assures the development of quality assurance procedures for the Division.

Plans and develops the division budget and monitor expenditures; assures fiscal oversight and management of grant funded programs.

Analyzes epidemiological data, interprets the results to identify communicable disease patterns in the community; helps to develop control, intervention and prevention strategies.

Serves on committees and working groups to assist with development, implementation, and evaluation of Department-wide programs.

Makes presentations of epidemiologic data/information; participates in responding to public and media inquiries regarding food borne illnesses and communicable diseases, excluding HIV/AIDS, STD's and TB.

Collaborates with local, State, and national public health officials regarding bio-terrorism plans and programs; implements and evaluates the local bio-terrorism response system.

Represents the Department as a spokesperson to the media including television, radio and print; writes and edits news releases pertinent to the Division; reviews and edits health alerts, newsletters and other educational materials prepared by staff.

Performs related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of bio-terrorism preparedness and response.

Thorough knowledge of the principles and practices of communicable disease control.

Thorough knowledge of epidemiologic investigative principles, practices and procedures.

Thorough knowledge of bio-statistical and applied epidemiological methods.

Thorough knowledge of computer-based statistical and data management software.

Thorough knowledge of applicable Federal, State, and local laws, codes and regulations.

Thorough knowledge of the operations, services and activities of a health department epidemiology unit.

Considerable knowledge of budget preparation and budget management.

Ability to lead the Department's bio-terrorism and communicable disease team in the event of a communicable disease and/or terrorist incident.

Ability to interpret and analyze the significance of medical, health and other data obtained from a variety of sources.

Ability to communicate clearly and concisely both orally and in writing.

Ability to lead epidemiologic investigations.

Ability to establish and maintain cooperative working relationships with the general public, other governmental agencies and co-workers.

Ability to work productively with an interdisciplinary team.

**DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four year college or university supplemented by a Master's Degree in public health, public health administration, public or business administration or related field with considerable progressively responsible experience in public health administration with experience at the supervisory or management level.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university supplemented by a Master's Degree in public health, public health administration, public or business administration or related field

and considerable experience developing, implementing and monitoring public health programs and experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

APPROVED BY:

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Department Head

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Personnel Director

10/2003

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