



# Hancock Public Health

Your Recognized Leader in Population Health

*Karim Baroudi, MPH, Health Commissioner*

## Board of Health

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Nathaniel Ratnasamy, MD – Medical Director

**Date Posted Internally and Externally:** January 3, 2019

**Position:** Epidemiologist/Emergency Response Coordinator/Bioinformatics Analyst

### **General statement of duties:**

Working under the direction of the Health Planning and Promotion Services supervisor, this position is responsible for providing expert statistical input into, and review of, statistical deliverables to meet the requirements of internal and external clients. This includes analyzing and interpreting data from a variety of sources, contributing to the design of epidemiologic and clinical studies, providing consultation on statistical methodology and data gathering techniques, as well as preparing and maintaining a statistical analysis plan. This position requires a firm knowledge of statistical methodology, experimental design, computing software and data management, and a general understanding of worldwide regulatory requirements. The candidate will also be responsible for maintaining the agency's all-hazards plan and ensuring all the deliverables within the Public Health Emergency Preparedness grant are met.

### **Required education, experience, and training:**

- Must have a minimum of a Bachelor's in biostatistics, statistics, or related field
- Must have high proficiency in SAS, SPSS, STATA, or other statistical software
- Knowledge of statistical methodology, design, analysis, sample size, and power calculations
- Well-versed in modern office procedures, practices, equipment, and software
- Ability to comply with state and agency policies and procedures

### **Preferred qualifications:**

- Master of Public Health (MPH) in epidemiology, biostatistics/bioinformatics or equivalent field

### **Additional requirements:**

- Candidates must hold a valid Ohio Driver's license
- Must be able to pass a background check
- Retain current licensure if applicable

### **Interested parties submit resume to:**

Hancock Public Health

Attn: Chad Masters, MPH, RS

7748 County Road 140

Findlay, Ohio 45840

[cmasters@hancockpublichealth.com](mailto:cmasters@hancockpublichealth.com)

**Resumes will be accepted until January 17, 2018**



# Hancock Public Health

Your Recognized Leaders in Population Health

An Equal Opportunity Employer and Provider Serving All of Hancock County and the City of Findlay

<b>Job Title</b>	Epi/ Emergency Coordinator /Bioinformatics Analyst	<b>County</b>	Hancock
<b>Division</b>	Health Planning and Promotion Services	<b>Yearly Salary</b>	\$23.70 - \$28.90
<b>Supervisor</b>	Director of Health Planning and Promotion Services	<b>Position Type</b>	Exempt Full-time

## Position Summary:

This position is responsible for providing expert statistical input into, and review of, statistical deliverables to meet the requirements of internal and external clients. This includes analyzing and interpreting data from a variety of sources, contributing to the design of epidemiologic and clinical studies, providing consultation on statistical methodology and data gathering techniques, as well as preparing and maintaining a statistical analysis plan. This position requires a firm knowledge of statistical methodology, experimental design, computing software and data management, and a general understanding of worldwide regulatory requirements.

## Essential Duties:

1	Develops and maintains Statistical Analysis Plans (SOPs) that ensure appropriate regulatory requirements are followed; performs all analyses defined in the SOPs as well as any post-hoc analyses.
2	Prepares statistical data and other electronic files to be included in the reports for data monitoring committees, federal regulatory agencies, managers, or internal and external clients. Ensures all files are in the appropriate format for submission to external agencies.
3	Creates, designs, or maintains databases of biological data and biostatistical documentation including records of results, descriptions of statistical methods, and participation in the development of standardized procedures for statistical functions.
4	Compiles disease outbreaks reports and maintains epidemiological database as required by the State, manages cases and reports in the Ohio Disease Reporting System (ODRS) and CDC's National Outbreak Reporting System (NORS).
5	Prepares research proposals, grant applications, and articles for submission to external bodies, for publications, or presentation to internal and external clients; serves as methodological and statistical consultant, as required.
6	Exercises discretion and independent judgement when assisting with protocol development including: Experimental design, randomization, sample size calculation, statistical methods, defining study objectives and parameters; contributing to the methods and statistical analysis of manuscripts, protocols, and scientific methods sections of proposals and contracts.
7	Ensures statistical quality by reviewing and monitoring statistical tasks and project deliverables.
8	Participates in data collection development and database design meetings to ensure that the data evaluated are free of bias, contain maximum information (minimum variance) and satisfies analysis requirements.
9	Works closely with staff on managing disease outbreaks as well as individual reportable cases of infectious and communicable diseases.
10	Designs research studies in collaboration with physicians, life scientists or other professionals and serves as liaison for collaborative research efforts with universities (e.g., University of Findlay, University of Toledo, Bowling Green State University). Ensures adherence to established procedures and quality of data collected.
11	Creates, designs, and maintains GIS mapping representations of data and presents results to both internal and external customers.
12	Creates and Maintains Hancock Public Health Emergency Preparedness Plan.
13	Attends regional and state Epidemiologist meetings in compliance with PHEP grant requirements.
14	Develops and participates in workforce development to ensure capable response to bioterrorism, outbreaks of infectious disease and other public health threats, and maintain written records of such training.
15	Identifies gaps in public health infrastructure within the health department and make recommendations to the Board of Health to solidify emergency response capabilities.
16	Works with other city/county/regional and state agencies in the coordination of drills, response plans, and communications regarding public health emergencies.
17	Regularly reports emergency response activities to the Health Commissioner and/or Board of Health.

## Other Duties & Responsibilities:

Prepares reports, charts, and tables summarizing data and analyses; reviews statistical reports for consistency, data quality and data integrity; answers phones, directs calls to appropriate individuals, and performs other related duties as assigned.

## Basic Qualifications

- Must have a minimum of a Bachelor's in biostatistics, statistics, or related field
- Must have high proficiency in SAS, SPSS, STATA, or other statistical software.
- Knowledge of statistical methodology, design, analysis, sample size, and power calculations
- Well-versed in modern office procedures, practices, equipment, and software
- Must have a valid driver's license and reliable transportation

## Preferred Qualifications

- Master of Public Health (MPH) in Epidemiology, biostatistics/bioinformatics or equivalent field.

**Organizational Key Competencies:**

All Hancock Public Health (HPH) employees are expected to ensure that Hancock County residents are protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all HPH employees are expected to meet specified competencies in the following areas:

- **Customer Focus:** Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect.
- **Accountability:** Be accountable for knowing the scope of HPH programs and for maintaining the public’s trust through credible information, quality programming and services, and fiscal integrity.
- **Equity & Fairness:** Interact with clients, community partners and staff with fairness and equity and deliver services free of bias or prejudice.
- **Continuous Quality Improvement:** Establish and maintain organizational capacity and resources to support CQI.
- **Occupational Health & Safety:** Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations.
- **Emergency Preparedness:** Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.
- **Communication:** Communicate in a respectful manner in both written and oral formats with linguistic and cultural proficiency.

**Position Specific Key Competencies for Public Health Professionals:****Analytical/Assessment Skills**

1B1	Describes factors affecting the health of a community (e.g., equity, income, education, environment)
1B2	Determines quantitative and qualitative data and information needed for assessing the health of a community.
1B3	Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
1B4	Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and
1B5	Analyzes the validity and reliability of data.
1B9	Analyzes quantitative and qualitative data
1B11	Identifies assets and resources that can be used for improving the health of a community (e.g., public libraries, hospitals)
1B12	Assess community health status and factors influencing health in a community (e.g., quality, availability, accessibility)
1C6	Evaluates the comparability of data (e.g., data being age-adjusted to the same year, data variables across datasets having similar definitions)
1C7	Resolves gaps in data
1C8	Ensures collection of valid and reliable quantitative and qualitative data
1C10	Integrates findings from quantitative and qualitative data into organizational plans and operations (e.g., strategic plan, quality improvement plan, professional development)

**Policy Development/ Program Planning Skills**

2A10	Gathers information for evaluating policies, programs, and services (e.g., outputs, outcomes, processes, procedures, return on investment)
2B5	Monitors current and projected trends representing the health of the community.
2B11	Evaluates policies, programs, and services (e.g., outputs, outcomes, processes, procedures, return on investment)
2B13	Uses public health informatics in developing, implementing, evaluating, and improving policies, programs, and services (e.g., integrated data systems, electronic reporting, knowledge management systems, geographic information systems)

**Communication Skills**

3B2	Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images)
3B5	Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, press releases)
3B7	Facilitates communication among individuals, groups, and organizations.

**Cultural Competency Skills**

4B1	Describes the concept of diversity as it applies to individuals and populations
4B2	Describes the diversity of individuals and populations in a community
4B3	Recognizes the way diversity influences policies, programs, services and the health of a community
4B4	Supports diverse perspectives in developing policies, programs and services that affect the health of a community
4B5	Ensures the diversity of individuals and populations is addressed in policies, programs and services for the health of a community

**Community Dimensions of Practice Skills**


5B10	Advocates for policies, programs, and resources that improve health in a community (e.g., using evidence to demonstrate the need for a program, communicating the impact of a program)
5B11	Collaborates in community-based participatory research

Public Health Sciences Skills	
6B3	Applies public health sciences in the delivery of the 10 Essential Public Health Services
6B5	Retrieves evidence from print and electronic sources.
6C3	Ensures public health sciences are applied in the delivery of the 10 Essential Public Health Services.
6C5	Synthesizes evidence from print and electronic sources.
6C6	Explains limitations of evidence (e.g., validity, reliability, sample size, bias, generalizability)
6B9	Contributes to the public health evidence base.
Financial Planning and Management Skills	
7A3	Adheres to the organization's policies and procedures
7A9	Operates programs within budget
7C16	Uses performance management systems for program and organizational improvement.
Leadership and Systems Thinking Skills	
8B1	Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities
8B2	Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels
8B9	Contributes to continuous improvement of individual, program, and organization performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results)

Full List of Council on Linkages Competencies can be found at: [http://www.phf.org/resourcestools/Pages/Core\\_Public\\_Health\\_Competencies.aspx](http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competencies.aspx) (v.2014)

Knowledge & Software Competencies:			
Knowledge of the following are integral to the daily responsibilities of this position:			
<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> HealthSpace	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Excel	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> PeopleSoft	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Inventory System	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Publisher	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> HDIS or other EMR	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> VMSG – Perform. Mngmt	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
		<input checked="" type="checkbox"/> ODRS	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
		<input checked="" type="checkbox"/> Office 365/MS Outlook	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
		<input checked="" type="checkbox"/> Website/Social Media	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
		<input checked="" type="checkbox"/> SPSS, SAS, or other statistical software	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3

*1= Beginner 2=Intermediate 3=Advanced/Expert*

<b>Reviewed By</b>	<b>Director of Health Planning &amp; Promotion Services</b> Chad Masters, MPH, RS	<b>Date</b> 01/03/2019	
<b>Approved By</b>	<b>Health Commissioner</b> Karim Baroudi, MPH, RS, REHS	<b>Date</b> 10/01/2017	
<b>Last Updated By</b>	<b>Director of Health Planning &amp; Promotion Services</b> Chad Masters, MPH, RS	<b>Date</b> 01/03/2019	