

**DEPARTMENT:** NIAGARA COUNTY PUBLIC HEALTH  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** FEBRUARY 16, 2024

**PUBLIC HEALTH ANALYST**

**DISTINGUISHING FEATURES OF THE CLASS:** The position is responsible for collecting, analyzing, and interpreting quantitative and qualitative data in support of a broad variety of public health programs. An employee in this class will assume a variety of duties, including compiling data in appropriate formats for diverse audiences, maintaining a working knowledge of public health data sources, and building and administering public health surveys to internal and external stakeholders. The position reports to the Director of Public Health Planning and Emergency Preparedness. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Identifies and applies appropriate methods for collecting, analyzing, and interpreting quantitative and qualitative data from a variety of sources in support of public health initiatives;
2. Identifies and applies appropriate methods to evaluate public health programs and services;
3. Cleans up and organizes data sets in preparation for analysis;
4. Prepares reports including analysis and interpretation of results, presentation of conclusions, and recommendations or summary of findings.
5. Determines the best method to secure and present information based on the goal of the project;
6. Administers surveys and other data collection tools to gather meaningful and actionable data from community members, public health stakeholders and departmental staff;
7. May perform preliminary work or assist higher-level staff on data analysis or evaluation projects;
8. Presents findings to a variety of public health stakeholders across multiple sectors and determines the best presentation format based on audience;
9. Maintains working knowledge of sources of public health data including data related to demographic indicators and health outcomes;
10. Supports the development and maintenance of datasets containing assessment and program data;
11. Supports the Department in evidence-based and data-driven approaches to public health decision making;
12. Participates in quality improvement and performance management activities;
13. Participates in public health preparedness activities as trained and assigned;
14. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities;
15. Performs administrative and clerical support when assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the basic concepts of biostatistics, epidemiology and demography; good knowledge of the principles, application and techniques of public health surveillance, research design and survey methodology, program evaluation and community engagement; good knowledge of public health issues and problems; working knowledge of social media platforms as a source for potential data collection; skill in the use of modern office software applications at an acceptable rate of speed and accuracy; ability to accurately collect, analyze, and interpret quantitative and qualitative data from a variety of sources; ability to clearly and concisely express ideas, both orally and in writing; ability to maintain data and prepare reports; ability to effectively communicate technical information to a variety of audiences; ability to get along well with others and to establish effective working relationships; tact and courtesy; initiative; sound professional judgment; physical condition commensurate with the demands of the position.

**CONTINUED**

## **PUBLIC HEALTH ANALYST CONTINUED**

### **OPEN-COMPETITIVE:**

Graduation from a high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation with a Bachelor's degree or higher in public health, epidemiology, statistics, GIS, or a closely related field; **OR**
2. Graduation with a Bachelor's degree or higher, which includes at least nine (9) semester credit hours in public health, epidemiology, statistics, GIS, or closely related field; **OR**
3. Graduation with a Bachelor's degree or higher **AND** one (1) year of full-time paid professional-level work experience conducting data collection and analysis, evaluation or analytics.

**NOTE:** Degrees must have been awarded 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.