



CLASS SPECIFICATION

Class Code: 60019512
Date Established: 07/2024
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 12 months

PUBLIC HEALTH INFORMATICS SPECIALIST

DEFINITION

Under general supervision, provides professional informatics, data support and analysis for assessment and research to promote improved public health outcomes; develops informatics systems and platforms; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time experience in health informatics and analysis in a public health, human services, or closely related agency AND a bachelor's degree from an accredited college or university in computer science, data sciences, informatics, or a closely related field; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, document, collect, compile, and analyze public health data from various sources; implement data quality control measures to ensure accuracy and reliability.

Design, develop, and implement informatics systems for public health data management; evaluate and integrate informatics tools into existing public health infrastructure.

Collaborate with health agencies to enhance real-time data alerts and reporting.

Provide technical training or direction for support staff.

Provide analytical and technical solutions with public health, healthcare data flow, population health management technology as it relates to accessibility, usability, workflow/processes, policies and procedures.

Support surveillance in public health and mitigation analysis by utilizing informatics tools to identify patterns, risk factors, and trends.

Create informative data visualization outputs, such as charts, graphs, maps, and dashboards, and incorporate real-time data updates when relevant.

Establish and enforce data standards and SOPs to maintain data quality and consistency.

Generate regular reports summarizing public health data trends, outcomes, and key performance indicators; produce periodic quality assurance reports for dataflows and codes.

Facilitate the exchange of health information among public health agencies, healthcare providers, and other stakeholders.

Implement data linkages to enable timely decision-making and response to emerging public health issues.

Collaborate with statisticians on methods to gather, analyze, and interpret research data to derive useful information for research results.

Promote the use of informatics to public health and clinical professionals, leadership, and other designated entities.

Provide informatics consultation to all internal staff.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Countywide, department and division policies and procedures.

Federal, state, and local laws, statutes, codes, regulations, and standards pertaining to area of assignment.

Health or human services programs and services provided by the community, county, and department.

Management information systems and software used in assigned area (s).

Ability to:

Understand the organization and operations of the County and of outside agencies as necessary to assume assigned duties and responsibilities.

Exercise independent judgment to plan, develop, and conduct informatics and analytical work related to department/division operations and functions.

Effectively utilize informatics systems and computer applications to optimize public health data management.

Select and apply appropriate data analysis techniques to various types of health data.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of informatics, bioinformatics, public health research, and practice.

Data modeling, design, and linkage creation.

Strategies for achieving effective data acquisition, management, quality, maintenance, use and application to address public health and population health needs.

Programming languages relevant to informatics use and computing.

Scripting skills for automation and customization of informatics solutions.

Data quality assurance familiarity and governance practices.

Health informatics systems and information exchange platforms.

Informatics tools for data visualization and analytics.

Principles and practices of team dynamics, roles, and responsibilities in collaborative environments.

Ability to:

Apply informatics solutions to enhance data outcomes and presentation.

Develop and apply methodologies to support data algorithms, data mining programs, and data matching when integrating different databases.

Analyze information, project consequences and proposed actions, formulate alternative solutions and make appropriate recommendations.

Prepare clear and concise written reports and materials, correspondence, and oral presentations for management, governing boards, and external auditors.

Interpret and analyze population and health data obtained from a variety of sources.

Effectively handle crisis situations involving multiple priorities and critical deadlines.

Communicate effectively, both orally and in writing.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.