

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Position: Data Analysis & Informatics – Supervisor

Position to be filled: October 1, 2018

Salary: \$61,959.00 annually

Reports to: Director

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Minimum Requirements:

1. Bachelor's degree in either Information Technology, Statistics or related field required along with five (5) years of information technology or statistics experience within healthcare or public health, including experience as a Program Manager or equivalent.
2. Experience should include programming, database design & administration, public health informatics, and conducting program evaluation.
3. Experience with conducting simple statistical analyses (e.g. univariate and bivariate analysis) in an academic setting, healthcare system, or private industry.
4. Experience leading a business team/unit and creating & monitoring program and/or department budgets.
5. Ability to effectively function as a member of an interdisciplinary service team.
6. Experience with conducting simple statistical analyses (e.g. univariate and bivariate analysis) in an academic setting, healthcare system, or private industry.
7. Strong customer service, verbal and written communication skills, and effective presentation skills.
8. Proficient in Microsoft Office Suite. Proficiency with using statistical analysis software (i.e. SPSS, SAS, and/or EpiInfo).
9. Effective written and oral communication skills.
10. A valid Ohio driver's license with ongoing proof of auto insurance.

Responsibilities:

1. Supervise assigned staff performing regular, independent data analysis, program evaluation, and/or information technology related activities.
2. Manages data analysis and informatics projects. Monitors and tracks project milestones and deliverables and assists with data analysis, evaluation, and informatics activities.
3. Reviews various program/project related reports and provides authorization for submission to appropriate parties.
4. Monitors staff and project expenditures, and ensures unit fiscal health.
5. Work with internal and external stakeholders to assess needs promote positive working relationships.
6. Participate in assessment of service area and program staffing needs.
7. Assign and schedule activities to assigned staff.
8. Coordinate orientation and training of assigned staff.
9. Prepare and submit required reports.
10. Perform quality assurance and program evaluation activities.
11. Other related duties as requested by Deputy Director and /or Service Area Director.
12. Participate as needed or requested in the event of any public health emergency.

Forward pre-employment application to:

Human Resources
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
Email – hr@ccbh.net

Deadline to Apply: August 13, 2018

Consideration for internal applicants upon written request to Human Resources

Please print and complete the pre-employment application available on our website, www.ccbh.net. Please attach your resume.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

THIS AGENCY IS AN EQUAL PROVIDER OF SERVICES AND AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER CIVIL RIGHTS ACT 1964
THIS EMPLOYER PARTICIPATES IN E-VERIFY