

## COMMUNITY HEALTH ANALYST

GENERAL STATEMENT OF DUTIES: Performs analysis and research to assess the health of the community and determine areas where intervention may be needed; participates in the development, implementation, monitoring and evaluation of program initiatives; maintains knowledge of relevant research and evaluation findings in a broad range of health issues including, but not limited to communicable disease, chronic disease, infant mortality and injury prevention; receives general supervision from the Administrative Health Officer; performs related duties as required.

### STATEMENT OF TASKS:

Investigates, through analysis and discussions with community representatives and departmental colleagues, the health status of populations, and prepares both written and oral presentations of findings;  
Collaborates, with people from within the department and wider government representatives, community members and experts in the field, to create effective public health interventions;  
Evaluates current programs and makes recommendations regarding expansions or alteration;  
Performs research into current public health issues and prepares briefings on the relevance of the issues for Genesee County.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to use statistical software such as SAS and SPSS to evaluate trends and program data;  
Ability to synthesize health information and prepare reports;  
Ability to coordinate multiple projects;  
Ability to establish and maintain effective working relationships;  
Ability to effectively communicate findings in written and oral forms;  
Ability to evaluate policy options and make recommendations;  
Ability to attend work regularly and work under stressful conditions.

### MINIMUM QUALIFICATIONS

Master's degree in Public Health or master's degree in Health Services Administration.

### ADDITIONAL REQUIREMENTS:

Must possess a valid Michigan Driver's License and have a vehicle for use during working hours.

Established: February 2, 1999

Revised: May 4, 2000



Human Resources Director