

Data Modernization Specialist

Position Summary:

The Data Modernization Specialist is responsible for ensuring that department programs have access to accurate, timely, interoperable data for data-driven public health program decisions, planning, and evaluation. This position is the department's primary and lead staff person for informatics and data systems. The Data Modernization Specialist works to modernize and improve the department's data and surveillance infrastructure, tools, and practices, to ensure that data are accessible and secure.

The Specialist works across multiple internal divisions and program areas.

Essential Duties:

- Assesses department programs' data use needs.
- Assesses the department's informatics capacity.
- Recommends department-level strategies, technologies, platforms, and policies for modernization, including data reporting automation, clinical care information management, confidential data handling, data security, and data access policies.
- Communicates public health data needs to local government information technology office for development of requirements and specifications for new or updated public health information systems and supporting processes.
- Manages and documents implementation of projects focused on data modernization and public health informatics.
- Develops and implements a process for determining what updates, enhancements, or replacement of information management system are needed including how staff make requests and how requests are reviewed.
- Develops and implements a department information security policy including password complexity and lifespan, physical and network security, and other required privacy protection.
- Ensures that projects follow department public health data governance policies and standards.
- Ensures that information systems comply with HIPAA requirements.
- Maintains comprehensive data inventory of the department's data systems.
- Develops staff training on data, informatics, and data security.
- Works closely with the department's information technology staff to support public health projects and programs.
- Maintains high level of current public health knowledge on population health informatics applications, trends, data sets, and changes in various health information technologies.
- Represents the department at informatics and data management Federal, state, or local meetings.
- Performs related work as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job. The and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Public Health Core Competencies:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 1.1. Describes factors that affect the health of a community.
- 1.2. Accesses existing quantitative and qualitative data.
- 1.3. Collects quantitative and qualitative data.
- 1.4. Analyzes quantitative and qualitative data.
- 1.5. Manages quantitative and qualitative data.
- 1.6. Uses quantitative and qualitative data.
- 1.7. Applies public health informatics in using data, information, and knowledge.
- 1.8. Assesses community health status.
- 2.1. Develops policies, programs, and services.
- 2.2. Implements policies, programs, and services.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.4. Improves policies, programs, services, and organizational performance.
- 2.6. Engages in organizational strategic planning.
- 3.2. Communicates with internal and external audiences.
- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
- 5.1. Describes conditions, systems, and policies affecting community health and resilience.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 6.4. Contributes to the evidence base for improving health.
- 7.7. Implements organizational policies, programs, and services to achieve diversity, equity, inclusion, and justice.
- 7.8. Manages programs and services.
- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.11. Engages individuals and teams to achieve program and organizational goals.
- 7.12. Facilitates collaboration among individuals, groups, and organizations.
- 7.13. Engages in performance management.
- 8.1. Creates opportunities to achieve cross-sector alignment.
- 8.4. Creates opportunities for creativity and innovation.
- 8.5. Responds to emerging needs.
- 8.6. Manages organizational change.

Qualifications:

- Master's degree in data science, public health or health care informatics, computer science, epidemiology, biostatistics, or other related field **OR**
- Bachelor's degree in data science, public health or health care informatics, computer science, epidemiology, biostatistics, or other related field AND a minimum of two (2) full-time years of relevant experience **OR**
- An equivalent combination of education and demonstrated public health or healthcare experience in data surveillance and management and implementation of new information systems.

Required Knowledge Skills and Abilities:

- Knowledge of public health systems, workflows, and project management.
- Knowledge of public health surveillance systems.
- Knowledge of health information technology.
- Knowledge of statistical analysis software.
- Knowledge of interoperability and HIPAA.
- Knowledge of Federal, national, state and local public health related data bases.
- Problem-solving skills.
- Written and verbal communication skills.
- Relationship-building skills.
- Organizational skills.
- Ability to work as a team member.
- Ability to manage projects.
- Ability to set priorities.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to work as part of a team.
- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrated strong work ethic.

Physical Demands:

- Hearing.
- Keyboarding.
- Near visual acuity.
- Peripheral visual acuity.
- Sitting.
- Speaking.

The Health Department is an equal opportunity employer.

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