Job Title: Public Health Analyst

Grade: CS-12	Salary Range: $77,649 - $99,323

Job Summary:

This position is located in the DC Department of Health (DOH). Primary function is to perform analytical work contributing to the improvement of public health programs through evidence-based practices. The work involves planning, developing, and implementing systems to evaluate the appropriateness, adequacy, effectiveness, and efficiency of the programs. The performance of tasks requires the incumbent to used initiative, creativity, resourcefulness, and independent judgment and discretion in setting priorities, developing work objectives, and collaboration with outside agencies, independent organizations, advocacy groups, the medical community, and the general public.

The work involves the application of system analysis techniques to a broad range of health programs and services in a large complex public health agency. These services generally are characterized by demands resulting from policy changes, health care staff shortages, fiscal constraints and uninterrupted delivery of health care services. The work directly affects the efficiency and effectiveness of the overall public health services programs.

Duties and Responsibilities:

Develops strategic plans, operational plans, budgets, project plans, evaluation plans and other administrative tools.

Gathers and analyzes data to assess community needs and performance, effectiveness, and impact of programs and policies.

Develops program materials, position papers, policy documents, and presentations for a range of internal and external audiences.

Provides effective technical assistance and consultation to the program, related to data collection and reporting protocols, development of performance measure specific to each program and the development of program evaluation designs.

Writes proposals, grant applications, and other required materials; submits all grant applications in a timely manner.

Establishes and maintains partnerships and communication pathways between the program and a wide range of stakeholders, including, but not limited to providers, payers, policy-makers, educators, and program administrators. Collaborates with other programs within the department to leverage program activities.

May serve as team leader and periodically as multi-agency team leader or project manager.

Prepares periodic and ad-hoc reports regarding program activities and performance for submission to District and federal agencies and other specified entities.

Qualifications and Education

Bachelor's Degree in public health or related field preferred.

Must possess one (1) year of specialized experience equivalent to at least the grade 11level. Specialized experience is experience which is directly related to position which has equipped the individual with the knowledge, skill and abilities to successfully perform the duties of the position to include conducting studies and performing other analytical work related to the planning, development, organization, administration, evaluation, and delivery of public health programs; or similar work experience in the public health field.

Knowledge of public health concepts, principles, and evidence-based strategies to reach targeted populations.

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