



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: March 02, 2021

**Title:** Classification and Compensation Matters - New Job Classification

### Introduction/Background:

A new job classification was requested by the Health Department Director. This new job classification was requested for a position to address the new challenges of data gathering and analysis facing the Health Department.

### Discussion:

The new job classification will allow the department to facilitate the use of data gathering and analytics to enhance their overall ability to utilize the data for research and reporting purposes. The new job classification will also allow the department to recruit for candidates with the appropriate education and experience to perform the required duties and responsibilities.

### Conclusion:

This proposed new Public Health Data/Informatics Analyst - Unclassified job classification will provide a more accurate description of work assigned to the position within the department and the requisite qualifications necessary to be successful in the position.

### Recommendation:

It is recommended that the following job classification be approved for use within the County's Classification System: Class Code 7218, Class Title Public Health Data/Informatics Analyst-Unclassified, Salary Grade U2, Salary Range \$48,942 - \$102,710, EEO Code 2 (Professionals), FLSA Exempt (not paid overtime).

### Fiscal Impact:

The creation of this new job classification has no immediate cost impact to the County as any additional costs incurred in hiring positions allocated to this job classification will be borne by the department from within its current budget. Cost impact in future budget years will be planned for by the department through the County's normal budget process.

### Board of Supervisor District:

☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5      ☐ All

Department: Human Resources

Telephone: 724-2732

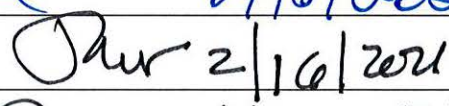
Contact: Dustin Green

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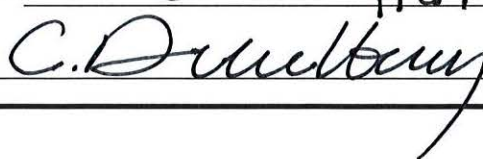
Department Director Signature/Date:

 2/16/2021

Deputy County Administrator Signature/Date:

 2/16/2021

County Administrator Signature/Date:

 2/16/21

*Code: 7218*

*Title: PUBLIC HEALTH DATA/INFORMATICS ANALYST-UNCLASSIFIED*

**SUMMARY:** Provides data science understanding and skills to facilitate the use of data and analytics within the Public Health Department. Applies specialized expertise in clinical and/or public health data and/or informatics concepts, methods, and tools to provide research, design, development, implementation, assessment, and ongoing management and maintenance of public health-related information management systems. This classification is in the unclassified service and exempt from the Pima County Merit System Rules.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Participates in the design of documentation tools and determining the appropriate clinical vocabulary for tailoring applications to specific work environments;

Identifies new data sources, tests model enhancements, and fine-tunes model parameters to improve existing methodologies;

Analyzes, recommends, tests, and evaluates new or modified informatics solutions and data structures that support the delivery, administration, and management of public health information;

Utilizes statistical, mathematical or machine learning models to forecast results to solve specific business problems;

Interprets business requirements and determines data analysis solutions to meet department needs;

Participates in establishing short-term and long-term objectives and identifying the strategies and actions to achieve them;

Documents how data has been collected, structured and how it has been presented;

Compiles, codes, categorizes, calculates, tabulates, audits or verifies information and data for reporting purposes;

Organizes, evaluates, and presents information to convey technical terms and information appropriately for the needs of the audience;

Uses relevant information and individual judgment to determine whether events or processes comply with laws, regulations or standards;

Communicates with people outside the organization, representing the organization to customers, the public, government, and other external sources;

Translates or explains what information means to a variety of audiences and how the information can be used;

Provides guidance and expert advice to management or other groups on technical systems or process-related topics;

Ensures information system meets the functional needs of the organization, procedures for using the system are taught to and followed by staff, and changes to program operations are accounted for in system design;

Develops constructive and cooperative working relationships with others, and maintains them over time.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- practical applications of clinical and/or public health data technology principles, techniques, procedures to design and produce reports and applications;
- applicable local, state and federal laws, rules, and regulations regarding area of assignment;
- data and statistical analysis techniques and applications to analytics, studies and projects;

- principles and methods used in the analysis and development of procedures and information systems related to operations of the Public Health Department.

Skill in:

- use of automated information systems to maintain and produce data;
- quantitative modeling and statistical analysis techniques and applications applicable to areas of assignment;
- communicating effectively both verbally and in writing for the needs of the audience;
- documenting and reporting, manually and by using computer-based systems;
- establishing and maintaining effective working relationships with others and maintaining required confidentiality and security of information encountered;
- establishing, reviewing and modifying procedural and technical guidelines to enhance effectiveness of areas of assignment.

DESIRED QUALIFICATIONS:

Specific qualifications for this position will be determined by the Appointing Authority or designee at the time of recruitment. Typically, this requires at least a Bachelor's degree or higher from an accredited college or university with a major in public health, health education, computer science, computer engineering, management information systems (MIS), epidemiology, biostatistics or bioinformatics or a closely related field as defined by the appointing authority at time of recruitment and two years of experience in data science collection and analysis.

(Relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Other required licensure/certification/registration requirements may be identified by the Appointing Authority at the time of recruitment or after appointment. Failure to maintain required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.