

PUBLIC HEALTH ANALYST

Definition:

Under direction, to collect, tabulate, analyze, interpret and present public health data, and to do related work as required.

Essential Functions:

- Compiles, analyzes, interprets and presents public health data regarding births, deaths, communicable diseases, health education, nursing, clinical services, sanitation, maternal and child health, and medical statistical reports.
- Assists in health surveys, epidemiological and other studies.
- Prepares data for presentation in graphic, tabular, or written form.
- Coordinates the statistical records and procedures including electronic data processing.
- Plans and directs the procedure of registering vital statistics to conform with state laws and regulations; interprets the laws and registration procedure to public officials, funeral directors, deputy registrars, and others concerned in gathering such data.
- Prepares special and periodic statistical reports including those related to budget preparation and fiscal reporting.
- Supervises and directs a staff in the planning and completion of work assignments.
- Establishes and maintains effective communications and working relationships with other county departments, the medical profession, volunteer agencies, and the general public regarding public health records and statistics.
- Performs other job-related duties as required.

Employment Standards:

Any combination of training and experience equivalent to completion of a college education in public health statistics.

OR

Graduation from college with a major in one of the public health specialties, or mathematics and one year of experience in responsible statistical analysis and presentation

OR

Graduation from college with a minimum of 15 semester units in advanced mathematics, of which six units must have been in statistics, and one year of experience in responsible statistical analysis and presentation.

Knowledge of: statistical principles and procedures, and their application in tables, charts and diagrams; state laws and procedures relating to vital statistics, including census procedures.

Ability to: plan, direct, supervise, and evaluate the work of assigned staff; ability to compile and present statistical and analytical studies for budget preparation and fiscal reporting; ability to operate modern statistical equipment.

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

Revised
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