	CLASS SPECIFICATION	Class Code: 60019511
		Date Established: 07/2024
		Last Reviewed:
		Last Revised:
		Last Title Change:
		FLSA: exempt
		Probation: 12 months

STATISTICS AND INFORMATICS SUPERVISOR

DEFINITION

Under general direction, provides statistical and informatics support to public health; directs and coordinates program activities; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time experience in data science or health informatics, to include experience managing data architecture projects and teams AND a master's degree from an accredited college or university in computer science, data sciences, informatics, statistics, or a closely related field; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Oversee the planning, development, conduct, and evaluation of statistical and informatics projects and research.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Translate public health systems requirements into applications prototypes.

Plan, design, and maintain systems and applications architecture.

Monitor program expenditures against budget allocations including approval of purchase requisitions as needed; assist with program reviews and financial audits by explaining expenditures and providing other information requests by the auditors.

Lead the design, development, and implementation of informatics systems. Ensure the seamless integration of informatics solutions into existing infrastructure.

Design procedures, protocols, data collection methods, data management tools and platforms for use in data processing and analysis.

Provide consultation and guidance to departmental and community professionals in statistical and informatic techniques; provide empirical evidence and data-driven decisions to improve outcomes in public health and healthcare.

Report and present results of data evaluations with clear and effective communication skills to convey complex data concepts to both technical and non-technical stakeholders.

Compare and make decisions on data analytics methods and perform advanced programming and statistical analysis/support.

Collaborate with disease surveillance and communications team on data presentation and dashboard creation.

Inform the development of evidence-based health policies and strategic changes, ensuring that decisions are grounded in comprehensive data analysis.

Facilitate research by managing data for studies on health trends, outcomes, and the effectiveness of interventions; prepare reports, manuscripts, correspondences and other written material for scientific publication.

Stay abreast of emerging informatics and statistical analytics technologies and trends. Evaluate and recommend new tools and platforms that align with organizational goals.

May lead in developing a variety of grants and protocols.

Perform duties as assigned in the event of a public health emergency.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:
Countywide, departmental, and divisional policies and procedures.

Scope of health services provided by Northern Nevada Public Health, Washoe County, and the community.

Federal, state, and local laws, status codes, regulations, and standards pertaining to area of assignment.

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

Budget development and administration.

Reportable disease/health-related information systems used in the state and county.

Management information systems and software programs used in the area of assignment.

Ability to:
Select, supervise, and evaluate the performance of assigned staff.

Monitor the progress of several ongoing projects; planning, assigning, and evaluating the work of program staff.

Evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications.

Represent the programs, operations and functions of statistician and informatician work to community organizations, internal and external stakeholders, and the public.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:
Principles and practices of effective supervision including leadership, motivation, development, team building,

conflict resolution, employee training, performance evaluation, and discipline.

Principles and practices of program/project planning, development, and implementation.

Data design and implementation of data management strategies.

Data modeling, database design, data linkage creation.

Specialized software and programming languages relevant to statistical and informatics use, such as SAS, Python or R.

General use of computing and machine learning technologies.

Informatics platforms in healthcare.

Ability to:
Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations to include recommendations based upon research findings.

Read, interpret, and apply pertinent laws, codes, regulations, and standards, including administrative and departmental policies and procedures.

Design, direct and evaluate complex assignments.

Assess and evaluate emerging technologies in data analytic tools.

Write a variety of technical reports, correspondence, and materials for publication.

Make effective presentations to governing boards, the medical community, collaborating technology teams, public health staff and the public.

Communicate clearly and concisely, both in writing and orally, using language and terminology appropriate to the target audience.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to use various office equipment including computers, telephones, calculators, copiers, and fax machines.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.