

☒ Vacancy/New Hire  
☐ Audit Request  
☐ PD Update

1. **NAME OF EMPLOYEE:** Vacant
2. **DEPARTMENT/DIVISION:** Board of Health
3. **WORK ADDRESS:** 210 Martin Luther King Jr. Blvd., Room 507, Madison, WI 53703
4. **CLASSIFICATION OF POSITION:** Public Health Analyst - Data
5. **NAME AND CLASS OF FORMER INCUMBENT:**
6. **NAME/CLASS OF FIRST LINE SUPERVISOR:**  
Julia Olsen, Public Health Supervisor
7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:**
8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**  
☐ Yes ☒ No

9. **SUPERVISORY RESPONSIBILITIES:**

13. \_\_\_\_\_  
**ERD Staff Signature** **Date**

## **POSITION SUMMARY:**

The mission of the Policy, Planning and Evaluation (PPE) Division is to support the work of Public Health Madison & Dane County (PHMDC) with timely, accurate, user-friendly information for public health surveillance, policy development, program guidance, evaluation, and community development. This unit performs activities including epidemiology, social and health policy analysis, program evaluation, and technical assistance. Community Health Assessment and Community Health Improvement Planning are also supported by this division. PPE staff also serves as subject matter experts in the areas of: violence prevention, oral health, chronic disease, tobacco prevention, food security, built environment, adolescent health, environmental health, and epidemiology. This position also serves as a subject matter expert in the areas of data analysis and data visualization to support a variety of programs and health topics.

This position analyzes, synthesizes, and communicates data and other information relevant for improving city and county public health. The primary role is to make complex data useful and accessible for decision-making in public policy, systems improvement, community engagement, and planning.

This position also plays a role in helping shape public health priorities. As the analyst for data on the social determinants of health, this position supports the overall goals and priorities of the PPE division. This position has project-level decision-making authority, under the general oversight of the Public Health Supervisor and PPE Division Director, as well as receives input from and works collaboratively with department staff on evidence-based policy and prevention strategies.

The position requires flexibility, ability to multi-task, think strategically, and to work with multiple internal and external partners to achieve a shared vision and goals for complex projects.

This position works collaboratively with the community to promote the health & well-being of the community.

This position participates in emergency preparedness activities as needed.

## **FUNCTIONS**

### **FUNCTION A –40%: Data Analysis and Evaluation**

- A. 1: Respond to queries and data analysis requests by internal and external stakeholders.
- A. 2: Analyze primary data for purposes of program evaluation and reporting.
- A. 3: Help develop strategic recommendations for PHMDC initiatives, and for policy and strategic partnership development.
- A.4: Provide technical assistance to internal and external stakeholders regarding data analysis, interpretation, and evaluation methods.
- A.5: Monitor and support data collection and data management efforts to ensure data quality.

### **FUNCTION B - 30%: Writing and Data Visualization**

- B. 1: Contribute to or write reports or papers for internal and external stakeholders.
- B. 2: Prepare materials and presentations to inform community and decision-making processes at multiple levels of government.
- B. 3: Use effective data visualization techniques to make complex information accessible.
- B.4: Establish data analysis and documentation protocols in collaboration with data team.
- B.5: Contribute to grant writing efforts.

### **FUNCTION C - 25%: Collaboration and Communication**

- C. 1: Engage in partnerships and coalition-building efforts to enhance current and future initiatives.
- C. 2: Serve as liaison to partners in order to provide leadership, facilitation, and technical assistance as appropriate.
- C. 3: Support data governance and open data initiatives within City and County data teams.
- C.5: Utilize data and evaluation findings to inform policy and systems-level changes and to provide technical assistance to internal and external partners.

## **FUNCTION D - 5%: - Other Duties**

- D.1: Participate in professional development to meet departmental and professional development goals.
- D.2: Inform and assist funding applications for PHMDC and external partners.
- D.3: Actively participate in health/racial equity activities and strategies.
- D.4: Assist in emergency preparedness training activities.

## **POSITION REQUIREMENTS:**

### **Education and experience:**

Bachelor's Degree required, Master's Degree preferred in sociology, psychology, public policy, population health, public administration, public health, economics, or other relevant disciplines (i.e. health science, informatics, biostatistics, information/computer science, epidemiology, data science). Two or more years of progressively responsible work experience. Statistical methods training and application required. Ideal candidates will have experience analyzing and communicating about social determinants of health and other data impacting health outcomes.

Certifications: none

Licenses: Current valid WI Driver's License

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Data visualization skills highly desirable.
- An understanding of and experience applying public health concepts and frameworks to analysis and policy development.
- Quantitative and qualitative research training and/or experience.
- Skill and experience using word processing, spreadsheets, and social media.
- Experience in survey design and administration.
- Ability to communicate about complex concepts.
- Strong written and verbal communication skills.
- Ability to communicate effectively with persons from diverse backgrounds.
- Experience using database and statistical analysis software required.
- Experience with qualitative analysis software a plus.

Desirable characteristics:

- Experience with any of the following software a plus: STATA, SAS, SQL, GIS, SPSS, ESRI, R

**PHYSICAL DEMANDS:** Work may involve prolonged periods of sitting, standing and computer use. Ability to drive and/or provide reliable transportation is required. Travel within the county is common and outside of county is possible.

**WORK ENVIRONMENT:** Work primarily occurs at PHMDC Downtown Office located at 210 Martin Luther King Jr. BLVD. Work may also occur at other PHMDC offices and in a variety of community settings. Work could begin at one site and then involve traveling to one or more other locations throughout the workday. The workday may vary, including early morning, late afternoon, and evening meetings.