

IMPERIAL COUNTY

CLASS TITLE: STAFF SERVICES ANALYST I – PUBLIC HEALTH

BASIC FUNCTION:

Under the direction of a Program Manager or Deputy Director, perform a variety of professional activities involved in the compilation, analysis, interpretation, tabulation and reporting of data in support of the Public Health Department; coordinate related communications and information with staff and administrators; prepare reports and provide recommendations concerning Department programs, operations, activities, issues, decision-making, planning, policies and procedures.

DISTINGUISHING CHARACTERISTICS:

The Staff Services Analyst I-Public Health is the entry-level classification in the series. Incumbents work under close supervision and assignments are generally limited in scope. The Staff Services Analyst II-Public Health is the journey-level classification in the series. Incumbents work under general supervision and are assigned highly specialized and complex work and assignments including Department-wide responsibilities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of professional activities involved in the compilation, analysis, interpretation, tabulation and reporting of data in support of the Public Health Department; provide technical services and analyze programs in support of administrative, personnel, staff development, information management systems other assigned areas.

Interview and confer with Department administrators, staff and others concerning data analysis and projects; provide assistance and recommendations concerning the formulation of policies and procedures, departmental decision-making, planning, and staffing and organizational changes.

Conduct surveys and perform research and statistical analysis of administrative, information management systems, personnel, program or other assigned issues, conflicts and problems; assist in the design, development and implementation of revised programs, systems, software, procedures, forms and methods of operation.

Monitor and analyze new governmental legislature affecting Public Health activities; advise management concerning potential impact of legislation; assist management in assuring Department activities comply with new and existing legislation and related legal requirements.

Provide technical assistance in the development and administration of Public Health information systems and related program budgets, development and management of grants and contracts, administration of procurement activities and coordination of personnel functions as assigned.

Assist in coordinating and monitoring the administrative functions of the Department; assist in the preparation of manuals, publications and administrative reports.

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Compile information and materials; prepare a variety of narrative and statistical records, reports and files related to Department programs, research projects, data analysis, findings, conclusions, decision-making and assigned activities; design and produce related charts, tables and graphs.

Input a variety of data and information into an assigned computer system; create queries, extract and manipulate information, develop tables and spreadsheets, generate links to data and produce a variety of computerized data, records and reports for use in projects, studies and analysis.

Assist in coordinating Public Health activities with other departments, divisions, units and various outside agencies; respond to complaints and requests for information, and resolve issues and conflicts in a proper and timely manner.

Train and provide work direction and guidance to staff as assigned; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures.

Operate a variety of office equipment including a copier, fax machine, computer and a variety of specialized software; drive a vehicle to conduct work as assigned by the position.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Review, evaluate and assist in determining appropriate response to appeals in administrative hearings as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General public and business administration principles and practices.

Governmental functions and organization.

General principles, practices, procedures and methods involved in the formulation of policies and procedures, departmental decision-making, planning, and staffing and organizational changes.

Principles, practices, procedures and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.

Record retrieval and storage systems.

Survey, study, data collection and research project design, instruments, techniques and methodology.

Report writing and statistical record-keeping techniques.

General principles of computer system development and analysis.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Statistical and mathematical computations.

ABILITY TO:

Perform a variety of professional activities involved in the compilation, analysis, interpretation, tabulation and reporting of data in support of the Public Health Department.
Provide recommendations concerning Department programs, operations, activities, issues, decision-making, planning, policies and procedures.
Learn principles and practices of the functional areas applicable to assigned options.
Learn, interpret, apply and explain applicable laws, codes, regulations, policies and procedures.
Conduct surveys and perform research and statistical analysis of administrative, information management systems, personnel, program or other assigned issues, conflicts and problems.
Advise management concerning potential impact of legislation.
Assemble, organize and prepare data for records and reports.
Interpret findings and analyze data, and provide related recommendations.
Prepare a variety of narrative and statistical lists, records and reports.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Operate a computer and assigned software.
Perform accurate mathematical and statistical calculations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public administration, business administration or related field.

LICENSES AND OTHER REQUIREMENTS:

Designated positions may require possession of a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and view a computer monitor.
Hearing and speaking to exchange information.
Sitting for extended periods of time.