

George Latimer
County Executive

Department of Human Resources
Mary Jennings Mahon
Commissioner of Human Resources



Department of Health
Dr. Sherlita Amler
Commissioner of Health

MEDICAL DATA ANALYST I

The Westchester County Department of Health has an immediate opening for a **Medical Data Analyst I**. The successful candidate would be responsible for collecting and analyzing health and medical data from multiple sources and developing comprehensive reports and statistical information to be used by management, administrative and/or medical professional personnel. Responsibility includes the development of administrative controls, and of recording and reporting procedures in the tabulation of the data to insure accuracy, relevancy, consistency, and timeliness. An incumbent of this position must be familiar in the use of electronic equipment in storing, compiling and reporting medical data in various formats to meet information needs.

Examples of Work:

- Conducts research using data collection methods, patient charts, medical records, health statistics and epidemiological data to extract vital and relevant information pertaining to program objectives and reporting requirements;
- Establishes and implements administrative and systems controls over data collection methods to ensure conformance with and relevance to specific Department of Health and/or Westchester Medical Center program requirements;
- Functions as part of a team to develop the parameters, based on existing information and data, of the model from which to begin collecting and analyzing data;
- Conducts analysis and evaluation of data showing various trends, and service indicators;
- Operates, monitors and manages automated equipment to ensure data is processed according to program instructions and with a minimum of errors or malfunctions;
- Maintains, modifies and develops personal computer based data processing and software applications

Minimum Acceptable Training and Experience: A Bachelor's Degree and either (a) two years of experience where the primary function of the position was the statistical analyses of health or medical data using statistical software or other relevant software such as SPSS, SAS, Access, ECLRS, CDESS or Oracle; or (b) two years of experience where the primary function of the position was systems analysis of health or medical data programs which included analyzing and reporting health or medical data. A Master's Degree in Epidemiology, Biostatistics, or Statistics or a Master of Public Health with a concentration in Epidemiology or Biostatistics or a Master's Degree which included a minimum of 9 credits in Epidemiology and/or Biostatistics may be substituted for both years of the required experience.

Come join our team!

Salary Range: \$58,905 - \$73,265

Besides a competitive salary, our compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and retirement plan.

Please submit a cover letter and resume to jobs@westchestergov.com

Important: Please indicate **Medical Data Analyst I** in the subject line of your e-mail.

Westchester County is an equal opportunity employer

About Westchester County...

Westchester County, located in the heart of the historic Hudson Valley, covers 500 square miles and has a population of just under a million. Originally home to Native Americans, who were members of the Lenape tribe, it is today a rich mix of many cultures and landscapes. The County is a blend of bustling cities, quaint villages and picturesque towns as well as open spaces and a network of beautiful parks. The County is also an intellectual capital, boasting a highly educated workforce, competitive colleges and universities, Fortune 500 companies, world changing non-profits, and cutting-edge research centers.