

## DIRECTOR OF RESEARCH & EVALUATION - HEALTH DEPARTMENT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class directs the social, economic and statistical data analysis activities of the Department of Health. Responsibilities include: designing, planning, and implementing data analysis systems which investigate the nature and extent of health care needs and evaluating proposed or existing health services and techniques. Studies vary in scope and depth from spot studies to formal projects, and may require the participation of research and educational institutions, other health and welfare agencies, and community organizations. Supervision is exercised over one or more statisticians and support staff who perform the essential basis of data analysis, and over other health service personnel of the Department. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Acts as liaison between County EDP, District Offices and the Health Department in the development of systems to meet the departmental need for providing accurate information for Federal, State and County reports;

Designs study projects, proposals, and plans and coordinates their implementation by providing instructions to program directors of the department;

Prepares proposals for grant applications for the expansion of services to be funded by State, Federal, and private agencies, as directed;

Directs and monitors reporting systems for various Divisions of the Department of Health;

Supervises the collection, recording, analysis, interpretation and reporting of vital statistics and clinical data to determine and evaluate health service needs;

Works with program directors in their use of program statistics for program planning and evaluation;

Assists with the compilation of budget information from program directors to produce budget indicators for Health Department's annual budget;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques of social, health, and economic statistical and data analysis methodologies as applicable to community health assessment and health care planning; good knowledge of community health resources and organization; good knowledge of the regulations and objectives of health department programs; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to interpret statistical data on health, economic and social phenomena in ways relevant to community health care planning; ability to work with professionals of other disciplines; ability to communicate effectively both orally and in

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (con't)

writing; ability to plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; initiative; tact; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in public health, statistics, one of the biological, physical or social sciences, or related subject, and six years of social and economic management analysis and/or data analysis experience, which must have included experience with statistical software such as SPSS or SAS, including one year with responsibility for the design and direction of data analysis projects.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree\* in one of the above fields may be substituted for the above experience at the rate of 30 credits per year up to two years. There is no substitution for the one year of specialized experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.