



# Public Health Informaticist

## Job Description

Department: Health  
Position: Career Service  
Grade: 725  
Supervisory: No  
Reports to: Division Director - Nursing

### Summary

Under general guidance and direction of the Division Director – Nursing, develops, designs, monitors, coordinates, evaluates, and administers population health and informatics activities and reporting/website dashboards in Utah County. Performs complex clerical, technical, and other required work at the full performance level. Leads public health informatics activities for the Utah County Health Department.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversee Utah County Health Department (UCHD) Population Health and Informatics program.
2. Manage data for population health epidemiology; develop, update, and maintain informatics and dashboards on the UCHD website to better represent health outcomes, patterns of health determinants, and informed decision making for policies and interventions.
3. Lead, plan, and develop public health informatics initiatives and solutions; identify and engage stakeholders for informatics projects, as needed; procure funding through grants, partnerships, and other sources, when possible.
4. Develop and assess data collection strategies, techniques, data management, and use of information to improve population health.
5. Serve as subject matter expert for informatics; develop technical requirements, data standards, metrics, and specifications for use and operation of public health information systems.
6. Oversee informatics program budget; prioritize funding needs; prepare grant proposals and monitor program performance.
7. Ensure information needs of the Epidemiology Bureau, the Utah County Health Department (UCHD), and other stakeholders are met; coordinate system design and analysis within and between UCHD, the Utah County Information Systems Department, and with outside vendors or stakeholders, as needed.
8. Oversee processes, workflow analyses, and resources used in the development and maintenance of health information systems.
9. Research and recommend best practices related to electronic data transmission, storage, HIPAA information security standards, data archiving practices, records management, and other aspects of electronic data management; implement approved practices, as directed.

### For Office Use Only

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FLSA: Exempt  
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Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

10. Explore and recommend technology solutions and/or automation of key processes.
11. Serve as Departmental expert in IBIS-PH public health database; assist Divisions with queries, reports, and other research related needs.

### **Knowledge, Skills, and Abilities**

- Knowledge of program management practices
- Knowledge of budgeting and grant writing
- Knowledge of performance improvement practices
- Knowledge of principles, theories, practices, standards, and trends in public health informatics
- Knowledge of health information systems, including health information exchange networks and data feeds of public health interest
- Knowledge of public health and healthcare systems and practices
- Knowledge of strategies for achieving effective data acquisition, management, quality, storage, use, and application to address population health needs
- Knowledge of workflow development and processes
- Knowledge of informatics project management and development
- Knowledge of Information security and privacy laws
- Knowledge of statistical analysis methods, including predictive analytics
- Knowledge of geographic information systems
- Knowledge of principles and practices of epidemiology
- Knowledge of quality improvement techniques and processes
- Skilled at solving complex issues requiring coordination, technical ability, and knowledge of information systems
- Skilled at developing and maintaining cooperative and constructive working relationships
- Skilled at communicating highly complex information effectively to technical and non-technical audiences verbally and in writing
- Ability to identify community health needs
- Ability to establish and articulate a vision for building informatics capacity
- Ability to integrate and incorporate informatics aimed at improving population health
- Ability to motivate staff to meet program goals
- Ability to utilize information technology tools to plan, develop, and implement health information systems
- Ability to collaborate with a wide range of internal and external stakeholders
- Ability to plan and evaluate program goals

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but serves as a coach and mentor for other positions in the department.

### **Work Environment**

Work is typically performed in an environmentally controlled room. Work may expose the incumbent to contagious or infectious diseases, hazardous chemicals, fumes, and noxious odors, and requires use of protective devices such as masks, goggles, and gloves. Work exposes the incumbent to high stress

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situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County Owned vehicles and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and listen. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's degree in Epidemiology, Population Health Sciences, Health Informatics, Data Science, Biostatistics, Public Health Science, Nursing, or a closely related field from an accredited college or university.
2. Two (2) years of related experience-
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants with a master's degree in Epidemiology, Population Health Sciences, Health Informatics, Nursing Informatics, or a closely related field from an accredited college or university.

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**Additional Eligibility Qualifications**

1. Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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