



Senior Public Health Informaticist

Job Description

Department: Health
Position: Career Service
Grade: 729
Supervisory: No
Reports to: Division Director – Nursing

Summary

Under general guidance and direction of the Division Director – Nursing, administers population health and informatics activities for the Utah County Health Department. Develops, designs, monitors, coordinates, and evaluates reporting and website dashboards. Examines data needs within and across various programs and identifies opportunities for integration and improved efficiencies. Incumbents serving in this classification perform complex clerical, technical, and other duties at the full performance level and are capable of leading and training others in informatics reporting and activities.

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; lead, plan, strategize, and develop public health informatics initiatives and solutions that support the mission and goals of the Utah County Health Department.
2. Serve as subject matter expert for informatics; develop technical requirements, data standards, metrics, and specifications for use and operation of public health information systems; provide informatics training to health department staff members and partners on informatics concepts, tools, and best practices.
3. Evaluate complex organizational and information systems for the purpose of program monitoring and evaluation, functionality, and reliability; develop and assess data collection strategies, techniques, management, and use of information to improve population health.
4. Manage data for all population health programs within the Utah County Health Department; 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.
5. Identify and engage stakeholders for informatics projects, as needed; procure funding through grants, partnerships, and other sources.
6. Oversee informatics program budget; prioritize funding needs; prepare grant proposals and monitor program performance.

For Office Use Only

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Job Title: Senior Public Health Informaticist

FLSA: Exempt

Effective Date: 11/21/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

7. Ensure information needs, goals, and objectives of 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 to develop technical requirements, standards, and specifications for the use and operation of health information systems.
8. Evaluate and oversee the adoption of automated information systems to accommodate complex needs and security requirements; analyze and recommend technology solutions and automation of key processes, including integration of artificial intelligence (AI), as needed.
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.
10. Serve as Departmental expert in Information Based Information System-Public Health (IBIS-PH) database; assist Divisions with queries, reports, and other research related needs; acquire additional data sources from the Utah Department of Health and Human Services.
11. Integrate machine learning, data-driven insights, and tools to provide more proactive and efficient responses to public health challenges.
12. Support public health during emergencies and disasters by providing timely and accurate informatics support.
13. Safeguard cybersecurity, data privacy, and protected health information; ensure compliance with data privacy restrictions.
14. Lead UCHD data modernization initiatives.

Knowledge, Skills, and Abilities

- Considerable knowledge of principles, theories, practices, standards, and trends in public health informatics
- Considerable knowledge of health information systems
- Knowledge of program management practices
- Knowledge of budgeting and grant writing
- Knowledge of public health and healthcare systems and practices
- Knowledge of strategies for achieving effective data acquisition, management, quality, storage, use, and application
- Knowledge of workflow engineering, development, and processes
- Knowledge of informatics project management and development
- Knowledge of Information security and privacy laws
- Knowledge of statistical analysis methods
- Knowledge of geographic information systems
- Knowledge of principles and practices of epidemiology
- Knowledge of quality improvement techniques and processes
- Knowledge of machine learning
- Highly skilled in leading development and implementation of informatics practices

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- Skilled in predictive analytics
- Skilled in developing and maintaining cooperative and constructive working relationships
- Skilled in monitoring and evaluating program effectiveness
- Skilled in 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 promote data interoperability and data sharing among different healthcare and public health systems
- Ability to leverage Artificial Intelligence (AI) in ethical and appropriate ways

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve 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 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. A hybrid work schedule that includes some remote work may be available as approved by the department head. 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 hear. 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 occasionally drives a motor vehicle.

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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 Population Health Sciences, Health Informatics, Data Science, Biostatistics, Public Health Science, Nursing, or a closely related field from an accredited college or university.
2. Six (6) years of professional experience in a comprehensive health program with health informatics or information technology, including two (2) years conducting or supporting informatics projects.
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 Public Health, Population Health Sciences, Health Informatics, Nursing Informatics, or a closely related field from an accredited college or university.

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.

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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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