

ASSESSMENT SPECIALIST

JOB PURPOSE AND SUMMARY

This is a key staff position which contributes to the department's ability to provide population based assessment activities. The Assessment Specialist works closely with managers throughout the department. This position provides technical assistance to other staff in the divisions for the purpose of maintaining a standard process and product while conducting any assessment activities. Functional responsibilities include conducting Community Health Assessments, participating in program evaluation studies, conducting research and consulting with others on report writing as a service to the other divisions. This position is expected to interact with the public for the purpose of collecting and disseminating report data.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Provide direct teaching and technical support to staff in the Department who are conducting assessment activities, as well as community groups who partner with the department in assessment activities.
- Provide technical expertise for report and grant production and writing.
- Provide technical expertise in the development of studies, evaluations, assessment activities and field validation.
- Conduct studies, intervention evaluations, community assessment activities, and field validation of products and assessment findings.
- Collect, validate, enter, extract, and analyze data on current issues of public health concern.
- Participate in project planning, project development, monitoring, and completion.
- Monitor community health status indicators according to an assessment plan for the Department, consistent with the Public Health Improvement Plan.
- Provide timely and accurate responses to community requests for public health information.
- Facilitate both public and internal meetings in the completion of job duties.
- Provide Department representation to and at specifically assigned meetings related to data collection, information production, and dissemination of findings.
- Participate as a member of the EPICS planning team.
- Perform other staff duties and tasks as assigned that are consistent with the job class and the mission of the Department and EPICS.

QUALIFICATIONS

Education and Experience: Bachelor of Science degree in public health or a closely related field and two years of experience writing technical reports or other documents and working with community groups in a directed process, and demonstrates a thorough knowledge and competence in the practice of public health as well as shows a familiarity with the principles and practice of epidemiology and scientific inquiry.

Knowledge of

- Research protocols
- Principles of epidemiology
- Report writing, verbal communication, and conducting public meetings.
- Different methodologies for data collection, manipulation, management, retrieval and analysis.
- Development and maintenance of data collection instruments,
- Different software products; i.e., word processing, statistical packages and graphics design.

Ability to

- Maintain confidentiality and adhere to the highest of ethical standards in the conduction of a scientific process.
- Work effectively with people of differing perspectives and disciplines, in and out of the department.
- Manage personal stress and multiple work demands
- Use independent judgment and to know when to seek additional authority for decision makings.
- Complete projects in a careful and timely manner.
- Work with internal and external agents in a courteous and respectful manner.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position is at very low risk for exposure to blood products, human biohazards, laboratory chemicals, toxic materials, or environmental hazards. The position is exposed to chemicals used in copiers, printers, and graphics production, as well as long periods of direct work the computers. This position is expected to carry up to thirty pounds of materials, papers, and equipment in the performance of the job duties.

Revised: 4/27/2004, 06/2005

Office use 6/1/1995