

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Community/Public Health Data Assistant**

**Department: Executive Branch**

**Pay Grade: GS.10**

**Supervision Received From: Dep. Dir. Community Health**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 8/1/21**

**Revision Dates: 4/1/25;  
12/27/24**

### **CLASSIFICATION SUMMARY:**

Serves as a data analyst to conduct comprehensive research, review and analysis of the Chattanooga COVID-19 Health Disparities program data. Contributes to a variety of program publications and online products. Coordinates the recording of all contacts made, needs met and services provided, collected assessment data, and any updates to identify information. Ensures the highest level of reporting accuracy, compliance, and ethical standards. Ensures the most effective use of services is taking place. Above all this, the incumbent is expected to seek the most thorough leveraging of data and efficiency in data management in order to fulfill the program's goals and priorities.

### **SERIES LEVEL:**

The Community/Public Health Data Assistant is a stand-alone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Oversees program data collection and management. Serve as the primary contact point for all Community/Public Health Chattanooga COVID-19 Health Disparities program data related questions within the division as well as provide training and oversight to staff regarding data entry.

Serves on data and program review committees, partner data teams, public health task groups, technical support and training for community partners on data collection, data management, and program evaluation.

Is responsible for reviewing and developing public health policies, procedures, and guidelines.

Reviews and assesses the effectiveness of current public health policies and determines where new or changed policies are required to effectively execute public health programs, missions, and functions.

Prepares policy documents, briefings, reports, summaries, responses to requests for information and other substantive data documents.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Social or Behavioral Sciences, Public Health, or Computational Science and at least one (1) year of specialized experience in public health, epidemiology and/or biostatistics or its equivalent, or any combination of equivalent experience and education. Specialized experience is experience which is directly related to the position which has equipped the applicant with the knowledge, skills and abilities (KSAs) to successfully perform the duties of the position which include experience independently evaluating and analyzing public health programs and operations. Master's degree in Public Health or Social/Behavioral Sciences preferred. Use of Esri and GIS software for public health mapping is preferred.

**KNOWLEDGE AND SKILLS:**

Knowledge and use of data synthesis and management software (e.g., excel); Skill and experience in the use of statistical and analytic software (e.g., SAS, SPSS, Stata, R, Python); Skill in using a computer and related software applications; developing and maintaining databases; analyzing data and developing forecasts; creating forecasting models; developing and recommending strategies based on data analysis and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction; Use of Esri and GIS software for public health mapping; Oral and written communication skills; Experience in conducting policy analyses; Understanding and practice in program assessment and evaluation; Knowledge of public health information dissemination and communications; and Understanding of grants acquisition and management.

**PHYSICAL DEMANDS:**

Positions in this class typically require fingering, grasping, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified

individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.