

COVID data analyst (1 Position) – HIRING MANAGER Emily McGibbon

Full-time, Temporary (10/1/2020-4/1/2023)

The Fund for Public Health in New York City, (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

PROGRAM OVERVIEW (Epidemiology and Laboratory Capacity for Infectious Diseases Grant (ELC))

The Bureau of Communicable Disease (BCD), part of the Division of Disease Control, is composed of seven units/programs which are responsible for monitoring and investigating 73 infectious diseases including viral hepatitis, foodborne, waterborne, vector-borne and zoonotic diseases. BCD also monitors and analyzes trends in disease data and provides consultation to the medical community and the public on the recognition, prevention and control of communicable diseases. BCD is currently supporting the citywide COVID-19 response under the DOHMH's Incident Command System.

POSITION OVERVIEW

We are seeking to fill one data analyst position in the COVID Epidemiology and Data Unit which will provide data quality and analytic support for COVID surveillance activities and cluster/outbreak investigation. It is expected that the analyst will work up to 35 hours per week.

RESPONSIBILITIES

- ☐ Perform management, cleaning, quality assurance and analysis of COVID human surveillance data using SAS statistical software.
- ☐ Assist with management of imports and extracts of data from the COVID surveillance database (Maven) to exchange data with other critical databases (e.g., Test and Trace contact tracing database, Department of Education)
- ☐ Prepare datasets and reports as requested by supervisors and DOHMH leadership
- ☐ Analyze testing and lab result data for all types of tests and results, match data from negative tests to cases in Maven
- ☐ Analyze case and contact data and perform QA to ensure proper linking in database of cases, contacts, exposure sites and cluster events.

☑ Maintain and document code for routine data reports and extracts customized for internal and external stakeholders.

☑ Participate in cluster and outbreak investigations, as needed.

QUALIFICATIONS

1. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and two years of responsible full-time research experience in the appropriate field of specialization;
or

2. Education and/or experience which is equivalent to "1" above.

REQUIRED SKILLS

☑ Ability to speak, read, and write English

☑ Proficiency in SAS and SQL

☑ At least one year of experience in health data analysis and epidemiologic methods

☑ Strong competence in data analysis and experience in application of data to inform, drive and improve operations and disease surveillance

☑ Strong written, research, and oral communication skills

☑ Highly motivated and organized with the ability to work well in teams and independently on multiple simultaneous projects

☑ Ability to be respectful, sensitive to and understanding of the diverse perspectives of staff and work with them to resolve differences

☑ Ability to work and collaborate with teams who may work remotely

☑ Proficiency in navigating computer systems; ability to learn new data systems quickly and to comply with data integrity and security to safeguard all personal identifiable information

☑ Ability to demonstrate a professional, positive attitude and work ethic

☑ Ability to understand the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities, along with a demonstrated commitment to supporting communities who have experienced systemic oppression and bias (e.g. people of color, LGBTQ+ people, immigrants, justice involved persons, etc.)

☑ Excellent interpersonal skills required and ability to interact professionally with people from diverse cultural, racial, ethnic, gender, and socioeconomic backgrounds during a time of crisis and distress

PREFERRED SKILLS

☑ Preference given to New York City residents

- ☑ Additional proficiency in Tableau, Excel, R, or ArcGIS a plus but not required.
- ☑ Experience in infectious disease or other public health surveillance a plus
- ☑ Have a demonstrated commitment to supporting communities who have experienced systemic oppression and bias (e.g. people of color, LGBTQ+ people, immigrants, justice involved persons, etc.)
- ☑ Candidates of highly impacted communities are strongly encouraged to apply

LOCATION

This position will work remotely. All necessary equipment and internet connection will be provided for staff to work from home. You must have a quiet, distraction-free work environment without any conflicting responsibilities during your scheduled work shift. This position could move on-site to the NYC Department of Health and Mental Hygiene, Gotham Center, 42-09 28th Street, Queens, NY 11101 at a later date.

HOURS

This position is full-time, 35 hours per week. Scheduled working hours may include weekends or evenings and may change week to week but will not exceed 35 hours per week.

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package. The salary for this position is \$75,504.00-\$86,830, commensurate with experience

TO APPLY

To apply, send Resume, with Cover Letter, including salary requested and how your experience relates to this position, to publichealthjobs@fphnyc.org indicating “**COVID analyst_your name**” in subject line.

The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.