COVID Senior data analyst – Lead Data Analysis and Reporting (1 Position) – HIRING MANAGER Annie Fine

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 COVID-19, 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 a leadership data analyst position in the COVID Epidemiology and Data Unit who will manage critical COVID human surveillance, lab and epidemiologic data, oversee research scientists analyzing these data, perform complex data analyses, prepare reports, and implement data visualizations for COVID surveillance activities and cluster/outbreak investigation as directed and requested by leadership and external stakeholders. The analyst will be expected to work 35 hours per week and possibly additional overtime hours as needed.

RESPONSIBILITIES
▢ In collaboration with other senior epidemiologists, support the oversight and management of the COVID epidemiology and data unit

▢ Oversee analysts who manage and analyze data, and prepare reports as requested by Epidemiology and Data Unit Co-leads or other internal or external stakeholders for COVID surveillance data using SAS statistical software.

▢ Produce data analyses, reports and visualizations to support decision-making for COVID surveillance, outbreak and response activities

▢ Collaborate with DOHMH Public Information Office to design visualizations of surveillance data for the NYC DOHMH COVID data website. Prepare and supply underlying data for these visualizations.

▢ Ensure proper and complete documentation of code and interpretation guides for all visualizations or reports produced

⬧ Assist with onboarding and training of new data analysts as requested

⬧ Assist with developing study designs, sample size calculations, and methods for epidemiologic studies conducted using COVID surveillance and epidemiologic data in NYC

⬧ Participate and assist in oversight for cluster and outbreak investigations, as needed.

QUALIFICATIONS
1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one years of responsible full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate filed of physical, biological, environmental or social science and two years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level 1 can be substituted for the experience required in "1" and "2" above.

REQUIRED SKILLS
⬧ Ability to speak, read, and write English

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

⬧ At least one year of experience supervising data analysts

⬧ Advanced expertise in SAS and SQL for data processing and manipulation
⬧ Demonstrated experience and expertise in data analysis and visualization to inform, drive and improve operations and disease surveillance

⬧ Strong written, research, and oral communication skills, and experience, including ability to present data clearly to the public and to audiences of varying levels of epidemiologic expertise

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

⬧ Ability to make well-reasoned judgment calls in stressful situations with imperfect information

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

⬧ Ability to work with, collaborate or supervise 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 work quickly under pressure and maintain composure and good judgment

⬛ 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
⬛ At least one year of experience in infectious disease or other public health surveillance

⬛ Proficiency in Excel and R

⬛ Additional proficiency in ArcGIS a plus but not required.

⬛ 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.)

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⬛ Candidates of communities highly impacted by COVID are strongly encouraged to apply

LOCATION
Preference given to New York City residents, although initially 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 $94,283.00 - $108,426.00 and is 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 Senior data analyst – Lead Data Analysis and Reporting_your name**" in subject line.