Performance Improvement Analyst

Full Time, Contract with benefits
Starting Pay Rate: $20.00-$22.00 depending on experience
Reports to: Public Health Impacts Administrator
Location: LTDHD Central Office

Primary duties include, but are not limited to:

- Collect data across departments on key performance indicators. Assists in the development of monitoring project metrics and data analysis to evaluate trends and performance.
- Provide expertise in designing surveys and questionnaires or forms for performance improvement support within agency departments.
- Conducts research designed to identify operating models and organizational enhancements that sustain improvements in quality of services and boost cost effectiveness.
- Performs statistical analysis of data using SAS, GIS, and other available programs.
- Plans and organizes new methods for obtaining additional health data and for improving the reliability and validity of performance and health data being collected by the LHD and DPH for informing strategic decision making, supporting external decision making by key stakeholders, and utilization of resources.
- Assists in the formulation of hypotheses to explain the differential occurrence of diseases in various population groups and locations. Under the direction of your manager, you will use these insights to work cross-functionally with other departments to make recommendations and plan strategies that will help shape the future of communities.
- Compile reports for internal and external stakeholders. Create and maintain agency dashboards.
- Interprets and prepares technical reports on epidemiological studies, investigations, or status reports on program performance.
- Supports funding opportunities by preparing grant proposals for public health projects based on identified needs.
- Evaluates program and community health data, trends, and outcomes to determine effectiveness of health strategies.

Other Duties and Qualifications:

- A passion for using data to drive decision making.
- Proficient in Microsoft Excel, Word, PowerPoint, and Access.
- Maintain confidentiality as per Lincoln Trail District Health Department Confidentiality Agreement.
- Ability to take initiative and be a self-starter.
- Assume responsibility for professional development.
- Experience effectively working with teams and building and maintaining a strong team dynamic.
- Documents legibly and according to LTDHD documentation guidelines.
- On occasion, or in addition, may be assigned duties outside of assigned area. Positions require local travel and travel occasionally outside of local area for training, workshops, etc. Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Position may require variations in hours to meet community/agency needs.
- Required to respond for duty during the event of a disaster.

Minimum Education, Training or Experience:
Bachelor’s Degree in Epidemiology, Public Health, Biostatistics, Healthcare Administration, Business, or another closely related field. Course work should include at least one course in epidemiology and a second course in a closely related subject area such as Biostatistics, Informatics, Survey Sampling and Design, etc. The ideal candidate will be comfortable and excellent at organizing data collection and use, coaching teams, teaching improvement concepts and growing others to drive tremendous and transformative change.

Experience: None

To Apply:
If you are interested in applying for the position, please complete a contract application and submit it to Human Resources no later than 4:30pm EST on Friday, August 5, 2022. Any application received after the deadline will be rejected. Selection will be made by interview(s), and/or review of submitted documentation. Criminal background, licensure check, and drug screening will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

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Equal Opportunity Employer