DeKalb County Board of Health

Public Health Analyst

Position # 10599

(Salary is offered based on Education, Experience and/or Budget)

POSTED: March 17, 2020 **DEADLINE TO APPLY:** March 31, 2020

LOCATION: E.L. Richardson Health Center – CHAPS/HAP

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit **https://www.dekalbhealth.net**.

WHAT WE OFFER: A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and childcare spending account.

DUTIES: Under supervision, performs complex administrative duties and statistical, financial, or operational data analysis and reporting in support of management decision making in functional area. Identifies trends, discrepancies, and variances to improve the efficiency and effectiveness of operations. May partner with other departments, divisions, outside agencies, and vendors to address business issues. Exercises various latitudes of independent judgment. May administer or provide high level support for various projects, grants, contracts, implementation of procedures, and/or any specialized functions.

MINIMUM QUALIFICATIONS: Bachelor's degree in business or related field from an accredited college or university **AND** One year of experience related to area of assignment. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over year basis.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified

Fingerprint Criminal Records Investigation Is Required

ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:
www.dph.georgia.gov
(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER
If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:
Michelle.Raines@dph.ga.gov