



**Job Code:** 9186

**Grade:** 22

**HCWR:** N

**Job Title**

Program Coordinator, Population Health

**Department**

Public Health

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

Aligned with the mission and vision of the Cook County Department of Public Health (CCDPH), under the direction of the Director of Epidemiology, the Program Coordinator, Population Health assumes responsibility for the strategic design, implementation, analysis, management, visualization, and dissemination of community and population survey data. Helps to conceive the redesign process and organization of COVID-19 vaccine data including implementation of new and improved systems. The Program Coordinator, Population Health position focuses on projects that build and strengthen data capacity within CCDPH and for suburban Cook County. This is a grant funded position expiring June 1, 2023.

**Typical Duties**

- Leads and manages projects related to data from community and population health surveys.
- Synthesizes, coordinates and manages data from multiple data sources.
- Ensures development of detailed summaries for COVID-19 vaccine data, priority communities, populations by health status, utilization, program and other health data suitable for publication or presentation using R, SAS, Excel and other statistical software.
- Develops and/or manages dashboards and other data visualizations to support operations and to track outcomes.
- Coordinates the efforts of team members and third-party contractors and/or consultants to deliver projects on time and within budget.
- Defines essential data and indicators, works with team to standardize the reporting formats and establish information flow and procedures for multiple levels.
- Manages day-to-day operational aspects of each project and ensures project documentation is accurate and complete, including conducting data quality assessments.
- Identifies and elevates opportunities for improving and updating data collection, reporting, analysis, and presentation tools to improve the data program.
- Strategically plans data collection and gathering, determines use of data, conducts data analysis, and provides interpretations.
- Develops standard operating procedures and best practices for data collection, reporting, analysis, and use, and ensure teams are adhering to these principles.
- Develops and implements data analysis workplans that include timeline, responsible party, and indicators.
- Supports the Director of Epidemiology in building workforce capacity related to data entry, analysis, interpretation, and use.
- Prepares and presents data and findings to support understanding of community health status or drive decision-making for programs and initiatives.
- Understands and prepares process capacity, capability and gap analysis summaries.



### **Typical Duties**

- Plans change management tasks required to accept, adapt and support the initiative including effective communication, adequate training and documentation.
- Incorporates best practices, internal policies, security and regulatory policies into the project as needed; ensures all regulatory requirements are in compliance.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Master's Degree in Epidemiology, Biostatistics, Urban Planning, Population Health, Data Analysis, Statistics, Data Science or a related field from an accredited college or university
- Three (3) years of experience in data management
- One (1) year of experience with Microsoft Project or other project management software program
- Knowledge utilizing Microsoft Office Suite (PowerPoint, Word, Excel, and Outlook)
- Completion of the National Incident Management Systems (NIMS) courses to include: IS-100, 200, 700, and 800 within six (6) months of employment
- Position requires moderate travel for which the employee must possess a valid driver's license and insured vehicle or otherwise provide an acceptable and reliable means of transportation
- Must be able to work flexible hours including nights and weekends

### **Preferred Qualifications**

- Knowledge of and experience using Tableau, PowerBI, SQL, R, SAS, STATA, SPSS, or other programming tools
- Knowledge of and experience using RedCap, Qualtrics, Office 365, including Word, Excel, PPT, and other data analysis and data visualization tools
- Familiarity with cloud-based server

### **Knowledge, Skills, Abilities and Other Characteristics**

- Thorough knowledge of project management techniques including experience with planning and tracking scope, time and budget associated with the project.
- Knowledge of business operations and leading project teams.
- Knowledge of project phases, including budget not limited to the ability to provide the property communication, deliverables and security required at each stage of the cycle.
- Ability to work independently and simultaneously manage multiple complex projects at different phases.
- Ability to analyze and solve complex problems using a variety of research and analytical techniques.
- Ability to manage a variety of project teams, including project teams comprised of internal employees, vendors, consultants, and combinations thereof.
- Ability to calculate budget estimates necessary to evaluate costs.
- Ability to train by presenting concepts and demonstrating tasks.
- Ability to multi-task and meet deadlines in a fast paced and stressful environment.



**Knowledge, Skills, Abilities and Other Characteristics**

- Ability to maintain a professional demeanor and composure when challenged.
- Must be able to travel to work sites throughout Cook County.
- Must be able to work flexible hours including nights and weekends.

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**