Update

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Data Analyst CDC

Current Class

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Communicable Disease Control Branch provides strategic direction and leadership in the development of provincial policies, strategies and standards for disease control, immunization, and public health surveillance.

Reporting to the Business Analyst, this position involves extensive liaison with the data management team, the information management team and the communicable disease business team, and provides data quality alignment by

conducting data review and audits.

The incumbent is required to develop processes to manage data integrity and audits (e.g. laboratory reports, notifiable disease reports and outbreaks) for the province ensuring all information is timely, consistent and accurate, as this allows for the early detection of outbreaks and emerging trends/fluctuations. The incumbent provides support and advice to business analyst for the development and maintenance of CD public health systems, provides leadership and ensures that Alberta Health and other external stakeholders have access to accurate, consistent and reliable notifiable disease data; and,
is responsible for designing, planning and implementing business process changes to the core data management business.

The incumbent provides communication and technical support for all users of the current and future CD public health systems. Responsibilities are carried out in a confidential manner as the area deals with sensitive information.
In carrying out position functions, employee must be familiar with related legislation and regulations as well as departmental and divisional operational policies and procedures.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

This position is responsible for:
- Data audits and reviewing notifiable disease reports for accuracy, completeness and reporting timelines. This will include developing and maintaining queries for the routine data audits to identify possible gaps, errors and potential duplicates software programs such as SAS or R;

- Reconciling laboratory and notifiable disease information and identifying areas where further follow-up is required by the clinical staff at Alberta Health, First Nation and Inuit Health Branch (FNIHB) or Alberta Health Services (AHS);

- Documenting business processes and changes related to communicable disease data management (e.g. updating the data dictionary and user guides);

- Assessing and streamlining manual and automated business processes and making recommendations based on findings;

- Providing training and Support (e.g. plans and facilitates orientation demonstrations and training sessions and day-to-day business support for CD public health systems);

- Analyzes and provides recommendations on business issues and production (information system) problems from a business and operations process perspective to senior management; and,

- Participating in strategy and planning sessions CD public health systems.

Problem Solving

Typical problems solved:
- Requires ability to use office software including spreadsheets and access data base.
- This position interacts will all Government Services staff, system users, Zones, ProvLab, and PHAC.
- Participates and leads projects to improve data quality, integrate data sources, provides user friendly data collection and dissemination (Project management requires originality and creativity in keeping the project team motivated and ensuring deliverables are met).
- Represent the division in meetings with other department staff and IT representatives to review the data quality functionality.
- Participate in the development of the divisional and department IT initiatives and standards.
- Employee is required to organize tasks, set priorities and respond to changing priorities.

- Working as a team or independently, this high level professional position requires excellent communication, leadership, and research skills to maintain the branch's high expectations and standards.
- Assists in the planning and preparation of data base maintenance, enhancements and testing.
- Acts as a liaison between nurse consultants, epidemiologists and data management staff in order to complete data audits, data analysis, coordination and dissemination of communicable disease information.
- Maintains databases so that communicable disease data is clean and can be used in an effective and efficient manner.

Types of guidance available for problem solving:

- CD Operating procedures are kept up to date.
- Position receives support from Business analyst, Manager IT systems, Director CD, Manager CD, Manager Rare and Emerging Disease, nurse consultants, epidemiologists and others.

Direct or indirect impacts of decisions:

- This position interfaces with a range of stakeholders and provides data system support that ultimately impacts communicable disease control policies and operations for a vast number of organizations including, Alberta Health, Alberta Health Services, Indigenous Services Canada-First Nations and Inuit Health Branch, Public Health Agency of Canada, laboratories, non-governmental organizations, other jurisdictions, vendors, and other government of Alberta departments.

Key Relationships

Major stakeholders and purpose of interactions:

Internal
- Office of the Chief Medical Officer of Health
- Executive Director, CDC
- Director, CD
- Manager(s), Public Health Information Systems, CD and Rare and Emerging
- Analytics and Health Reporting Branch

External
- Provincial/Territorial counterparts.
- Public Health Agency of Canada.
- Alberta Health Services
- Provincial, Private and National Laboratories.
- First Nation and Inuit Health Branch
- Vital Statistics

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

5 to 7 years experience with Communicable Disease

Job-specific experience, technical competencies, certification and/or training:

Knowledge
- This position requires a good working knowledge of case definitions, notifiable disease manual, the public health act and regulations.
- Must be able to interpret and keep information that is received from a variety of stakeholders consistent by applying set rules, have excellent written and verbal communications skills. Requires the ability to analyze different situations and make appropriate and related recommendations. Knowledge of current software (Word, PowerPoint, Excel, Access and Outlook).
- This position must be able to co-ordinate and prioritize large volumes of work with short timelines and minimal supervision.
- Excellent time management skills and problem solving skills are essential to manage complex projects.
- Understanding of core business of the division and the department.

- Understanding disease epidemiology, disease classification, medical terminology, microbiology and case classification to determine appropriate disease reporting requirements.
- Excellent project management skills.
- Extensive knowledge of computer technology, software applications, system terminology and industry needs.
- Knowledge in system development methodology, database concepts and system testing techniques.
- Understanding of core business of the division and the department.

Skills
- Strong organizational skills and a tolerance for balancing routine tasks with complex, competing and urgent demands.
- Strong analytical and problem solving skills.
- Excellent written and verbal communication skills.
- Excellent project management skills.
- Exceptional interpersonal skills.
- Networking skills essential.
- Strong interpersonal skills and the ability to communicate clearly and effectively, both verbally and in writing.
- Excellent time and project management skills are essential.
- Good working knowledge of Microsoft Word, the Internet and e-mail and some knowledge of Microsoft Access database software.
- An understanding of business and action planning and must possess the ability to translate business and action plans into work plans.

Abilities
- Ability to be pro-active and generate new ideas, initiatives, approaches to enhance unit's mandate.
- Ability to be a self-starter, independent thinker and to work under limited supervision in order to meet objectives and timelines.
- Capable of working in a team environment to ensure branch, division, department and government goals and objectives are met.
- Ability to be flexible and organized to manage multiple projects with multiple deadlines.
- Ability to work under pressure while maintaining high quality input and output.
- Ability to exercise a high degree of independent decision-making.
- Ability to contribute in a high paced team environment through meetings and project committees.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	◉ ○ ○ ○ ○	Observes and understands larger impact of role: • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders	

Drive for Results	○ ◉ ○ ○ ○	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations
Creative Problem Solving	◉ ○ ○ ○ ○	Is open to new ideas and breaks problems down to identify solutions: • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems
Develop Self and Others	○ ◉ ○ ○ ○	Seeks out learning and knowledge-sharing opportunities: •Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____   _____   _____

Employee Name   Date yyyy-mm-dd

_____   _____   _____

Supervisor / Manager Name   Date yyyy-mm-dd   Supervisor / Manager Signature

_____   _____   _____

Director / Executive Director Name   Date yyyy-mm-dd   Director / Executive Director Signature