



Job Title:	Senior Data Analyst
Department:	Research and Product Development
Supervisor:	Assistant Director, Research and Evaluation
Employment Status:	Regular, Full-time
FLSA Status:	Exempt
Supervision:	None
Location:	Remote
Travel:	10%
Salary Range	\$100,000 - \$115,000

Interested applicants should send a cover letter describing their interest in the position and a current CV or resume electronically in Word/PDF format to resume@hri-online.com.

Effective Date: January 2023

Introduction:

The mission of the Public Health Accreditation Board (PHAB) is to advance and transform public health practice by championing performance improvement, strong infrastructure, and innovation. PHAB is the accrediting body for Tribal, state, local, and territorial governmental public health departments in the U.S. Accreditation provides a means for a public health department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with members of the community. PHAB is committed to diversity, equity, inclusion, and antiracism (IDEA) and is on an ongoing journey to build an inclusive and welcoming organization.

Position Summary:

Research & Evaluation (R&E) at PHAB is focused on building the evidence base for public health practice and assessing accreditation and other programs at PHAB and its Public Health National Center for Innovations (PHNCI). It entails analysis of data generated by PHAB/PHNCI (e.g., assessments of conformity with PHAB accreditation measures) to better understand public health practice, including identifying promising practices and gaps in health department performance. This information is then used to determine opportunities to develop new resources or to revise the accreditation standards and measures. It involves evaluating PHAB/PHNCI programs to support continuous quality improvement and to understand their impact. The R&E team will also be directly involved in a collaborative, five-year evaluation of the CDC's Public Health Infrastructure Program. While the R&E team conducts some of this analysis in house, we also contract out some evaluation work and support external researchers (i.e., through data use agreements, consultation on research studies, development of research agendas).



The Senior Data Analyst's main responsibility will be to support PHAB's R&E portfolio with an emphasis on statistical analysis. The Senior Data Analyst, under the direction of the Assistant Director of R&E, will either engage directly in quantitative analysis (including helping to produce clean data sets of analysis) or provide oversight or consultation to others that may be performing such tasks. This includes analysis of data generated through the accreditation program as well as data included in the Public Health Infrastructure Data System (PHIDS) online platform. PHIDS is a Centers for Disease Control and Prevention (CDC)-funded data portal which supports public health department transformation by compiling, visualizing, and reporting on core aspects of health department infrastructure including staffing and ability to carry out core public health functions. Using their knowledge of inferential methodologies and best practices for assuring the quality of data sets, the Senior Data Analyst will help to design and/or implement analysis to build the evidence base related to public health department infrastructure.

The Senior Data Analyst will participate in the equity-based strategic goals of the unit to meet PHAB's organizational strategic priorities¹.

Position Responsibilities:

Conducts research & evaluation

- Prepares, or oversees the preparation of, data files for analytic use;
- Applies quantitative methods to analyze data;
- Maintains a library of production-level analytic code and ensures reproducibility, such as through documentation and clear commenting;
- Synthesizes and disseminates findings through presentations, manuscripts, and reports (including identifying publication/presentation opportunities, designing analytic plan, coordinating with other investigators, and scientific writing);
- Identifies gaps in the research agenda and contributes to filling them;
- Applies research and evaluation findings in making recommendations for process improvements, informing revisions to the accreditation Standards & Measures, identifying potential new resources and products, etc.
- Supports the Assistant Director of R&E in pursuing opportunities to expand PHAB's R&E portfolio

Supports others in the conduct of R&E activities

- Provides consultation to researchers that are seeking to enter into a data use agreement with PHAB for use of accreditation data;
- Serve as PHAB's subject matter expert on and maintains updated knowledge of statistical methods, experimental design, and literature of public health systems research;

¹ [PHAB-Strategic-Plan-2022.pdf \(phaboard.org\)](https://phaboard.org/PHAB-Strategic-Plan-2022.pdf)



- Provides guidance to other members of the PHAB team on the preparation and cleaning of data sets;
- Serves in an advisory role to other researchers that are conducting studies on behalf of, or in partnership with, PHAB including those evaluating CDC's Public Health Infrastructure Program and PHAB's accreditation and other programming.

Facilitates efforts to make data actionable

- Engages in the development of requirements for PHIDS to ensure that visualizations of data about health department capacity will be relevant and usable to health departments;
- Works with state public health systems to analyze data (including data in PHIDS) related to the capacity of health departments within the system to deliver the Foundational Public Health Services in support of transformation;
- Provides additional support in the development, maintenance, and enhancement of PHIDS, as appropriate;
- Ensures that PHAB has the data necessary to support its operations, including tracking of strategic priorities.

Knowledge and Skills required:

- Advanced degree (Master's or Doctorate) in public health or related field is required;
- Familiarity with public health systems research (with a preference for familiarity with data on public health financing and/or Foundational Public Health Services);
- History of successful publication of reports or peer-reviewed articles;
- Proficient in quantitative analysis, including inferential design, with demonstrated track record of successful completion of such analysis;
- 3-4 years of demonstrated experience with a relevant statistical package (preference for R or Python);
- Familiarity with SAS and SQL preferred;
- Proficient in practices for ensuring quality of analytic data files;
- Demonstrated commitment to building PHAB's aligned and healthy culture, including a commitment to inclusion, diversity, equity, and anti-racism (IDEA);
- Committed to professional growth and development in order to refine and develop skills and competencies related to: adaptive leadership, program and grants management, innovation, creativity, flexibility, collaboration, strategic thinking, valuing inclusion, diversity, and anti-racism, and implementation of strategy through collaboration in teams and across teams.
- Demonstrated ability to work effectively with external partners and/or stakeholders to develop common approaches to address complex issues in public health, social services, or health care with a strong preference for candidates with public health experience.
- Excellent interpersonal, communication, customer-service, and organization skills.
- Excellent ability to work with and support small working groups of professionals.
- Ability to work independently and be self-directed and self-motivated.



- Excellent ability to handle multiple projects and organize materials and people to achieve outcomes within tight timelines.
- Ability to think strategically and translate concepts into programs and products.
- Skilled in the use of technology to manage projects and communicate with diverse audiences.
- Demonstrated experience working collaboratively with peers in a team-oriented environment.
- Proficient in database and computer application systems and computer literacy.
- Ability to travel.

Role Impact:

The Senior Data Analyst contributes to the success of PHAB's growing R&E portfolio. The incumbent works under the general direction of the Assistant Director of Research & Evaluation and the Vice President of Research and Product Development. The incumbent focuses on ensuring PHAB and our partners are applying appropriate and rigorous analytic methods to build the evidence base around public health infrastructure and to understand the impact of accreditation and other investments in that infrastructure. Their work—including ensuring the integrity of actionable data sets, will support the development of PHIDS, the work of other researchers, and PHAB's own operations. The Senior Data Analyst contributes to the advancement of PHAB's mission in accordance with stated goals and workplans, raising the visibility of PHAB's contributions to advancing public health practice.

HYBRID EMPLOYER ENVIRONMENT: The Public Health Accreditation Board's staff currently work in a hybrid office environment. At the time of hiring, staff members are asked to elect if they will primarily work from an office in their home or in the headquarters office (currently in Alexandria, VA.) If they elect to work from a home office, they must agree to maintain a professional working environment with a dedicated workspace, including high-speed internet access. All staff are required to participate in in-person staff meetings that occur currently on a semi-annual basis for up to 5 consecutive days. These in-person staff meetings may be increased quarterly, as determined by management. Travel and related expenses for these meetings will be paid for by the employer.

VACCINATION REQUIREMENTS: All staff and volunteers of the Public Health Accreditation Board are required to provide proof that they are fully vaccinated against COVID-19. Additional vaccination requirements may be put in place in the future as warranted by the current COVID-19 pandemic or emergent public health threats in the future.

EEO STATEMENT: PHAB is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.