



Position Description

Position Title Data Analyst I

Career Level/Grade P3

Position Overview

The Data Analyst I generates repeatable analytics, reports, and data insights that help programs, leadership, and community partnerships improve performance, equity, and outcomes. This role owns the analytic content and insight layer across dashboards, recurring reports, and ad hoc analyses, translating complex data into actionable information for diverse audiences. The position independently coordinates and implements standard-to-moderately complex analytic projects and supports community health assessment. The position requires effective management of multiple concurrent reporting projects, showcasing self-sufficiency in time management, proficiency with analytics tools, and a goal-oriented approach to delivering accurate, equity-centered insights.

We believe that our people are our greatest strength. Each employee contributes to our shared mission, vision, strategy, and values. We are committed to fostering a workplace that is **Supportive, Impactful, Accountable, and Inclusive**.

Supervision and Fiscal Responsibilities

No direct reports or fiscal responsibility. May provide guidance to others on reporting processes, data interpretation, and analytics tools.

Examples of Duties

- Develop, improve and maintain analytic queries, calculations, reports and visualizations that support program evaluation, service quality, strategic planning, and decision-making.
- Analyze data related to health services and community health across multiple systems and variables to identify trends, patterns, and improvement opportunities.
- Distill and translate quantitative and qualitative data into clear, usable insights for non-technical audiences including staff, board members, and the community.
- Consistently surface equity dimensions in all reporting and analysis, ensuring health equity is embedded rather than treated as an afterthought.
- Proactively perform quality assurance on all analytic methods, outputs, and visualizations to ensure accuracy, consistency, and reliability.
- Independently manage standard analytic and reporting projects from scoping through delivery; completing tasks aligned with end goals in mind.
- Support or coordinate components of community health assessments, including data collection, analysis, and interpretation.
- Stay abreast of emerging trends, technologies, and methodologies in data analytics.
- Recommend analytic or reporting improvements that enhance insight quality, usability and decision-making.
- Develop and maintain documentation of analytic processes, metric definitions, and methods.
- Support the development of data communication products for internal and public audiences.
- Present and explain data insights to technical and non-technical audiences.

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- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

Qualifications

- Bachelor's degree in public health, statistics, data analytics, epidemiology, or related field.
- Minimum of 5-7 years of experience, demonstrated ability, and skills in health data, analytics, or reporting.
- Equivalent combination of education and experience level.

Knowledge, Skills, & Abilities

- Working knowledge of analytical methods, statistical reasoning, and data interpretation techniques.
- Experience with data manipulation and visualization tools (e.g., MS Excel, Power BI, Tableau, other) and dashboard design principles.
- Knowledge of health data systems, clinical workflows, and population health data sources.
- Understanding of demographic, equity, and disparity analysis and how to integrate these into work.
- Experience analyzing large and complex datasets to identify patterns, outliers, and opportunities in data that others may not see.
- Ability to independently build analytic queries, calculations, and data models supporting recurring and ad hoc reporting.
- Ability to succinctly simplify complex data concepts and substantial amounts of information into visual graphics, written summaries, or presentations.
- Strong interpersonal skills and the ability to build productive working relationships and trust through accuracy, reliability, and transparent methods.
- Ability to facilitate clear scoping conversations, define data needs, and establish deliverable timelines with stakeholders.
- Experience developing and applying data quality assurance practices.
- Ability to maintain confidentiality and ethical standards when working with sensitive data.
- Ability to document analytic decisions and ensure reproducibility of work.
- Strong communication skills across formats (written, verbal, presentation) for diverse audiences.
- Detail oriented, excellent organizational skills, with a commitment to high-level accuracy.
- Commitment to contributing to an inclusive and equitable working and learning environment.
- Ability to work both cooperatively within a team and independently.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultures, beliefs, customs, socioeconomic statuses, abilities, genders, gender identities, and sexualities.
- Intermediate skills in Microsoft Office Suite (i.e. Excel, Word, PowerPoint, Outlook, Teams).

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer monitor, extensive reading.

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- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.

Infection Prevention

During flu season, flu shots are strongly recommended for this position.

Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.

We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications. Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.