## JOB ANNOUNCEMENT

**POSITION TITLE**  
Evaluation and Assessment Specialist  

**DEPARTMENT**  
Evaluation  

**POSITION NUMBER**  
62-003  

**HOURS**  
Regular Full-time  
40 hours per week  

**SALARY GRADE**  
Grade 10  

**STARTING SALARY**  
$54,595 to $61,600 per year DOQ  

**FLSA CLASSIFICATION**  
Exempt status  

**TO APPLY**  
Send resume and cover letter to one of the following:  
Search Coordinator  
Health District of Northern Larimer County  
120 Bristlecone Drive  
Fort Collins, CO 80524  
Fax:  970-221-7165 (Attn.: Search Coordinator)  
Email:  searchcoordinator@healthdistrict.org  

To receive full consideration, materials should be received by Friday, September 17, 2021. Position will remain open and applications accepted until filled.  

## QUALIFICATIONS

### Required  

#### Education or Formal Training  
- Masters level education in public health, statistics, epidemiology, data analysis, or other related field is preferred. A bachelor’s degree with equivalent training and experience will also be considered.  

#### Experience  
- A minimum of one year professional work or academic coursework conducting evaluations that includes developing research questions, designing evaluation plans, overseeing data collection, analyzing data, and presenting results to varied audiences and stakeholders.
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- Experience collecting and interpreting data on morbidity, mortality, health status, health risk factors, and other measures of personal, public or community health.

- Experience using spreadsheets, statistical software, or relational databases to manage, analyze, and report data.

**Knowledge, Skills and Abilities**

- Solid understanding of survey research best practices, including designing instruments and methods for in-person, telephone, mailed, and on-line survey formats.

- Knowledge of basic statistical concepts and procedures, including descriptive statistics, probability, and significance testing.

- Strong communication skills including technical writing, data visualization, report editing, and oral communication skills.

- Positive, professional demeanor with the public and co-workers.

- Ability to organize multiple tasks, prioritize projects, respond with flexibility to changing needs and to meet deadlines.

- Ability and desire to provide outstanding customer service.

- Demonstrated cultural competency and sensitivity to diverse cultures, socioeconomic groups, and people with physical and mental disabilities.

- Understanding of and demonstrated commitment to promoting health equity.

- Ability to work both independently and collaboratively with a team.

**Special consideration will be given for:**

- Knowledge of health and human services systems in general and in this community.

- Training and experience in focus groups or key informant/discussant group coordination and facilitation.

- Coursework and/or experience in qualitative research design, data collection and interpretation.

- Bilingual skills, written and oral (English/Spanish).

**Technology Skills**

- Intermediate to advanced computer skills to include Microsoft Windows operating system and Office Suite software (Word, Excel, Outlook, PowerPoint).
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- Experience or ability to quickly learn the use of statistical software (such as SPSS, Stata, SAS, R or similar).

- Experience or ability to quickly learn the use of qualitative research platforms (such as Dedoose, Atlas Ti or similar).

- Experience or ability to quickly learn data visualization tools (such as Canva, Tableau, advanced Excel, or similar).

- Experience with online survey research tools for data collection (such as Survey Monkey, Google Forms, Qualtrix, or similar).

- **Working Environment/Physical Requirements:**
  - 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 accommodations may be made to enable individuals with disabilities to perform the essential functions
    - Must have close visual acuity to perform an activity such as: preparing and analyzing data and figures, viewing a computer terminal, extensive reading.
    - Must be able to sit or stand for prolonged periods.
    - Must have eye-hand coordination and manual dexterity sufficient to operate a computer terminal, telephone, photocopier and other office equipment.
    - Must have normal physical mobility, which includes movement from place to place on the job.
    - Must have the ability to communicate information and ideas in speaking so others will understand.

- **Requires Reliable Vehicle; Valid Driver’s License And Insurance**
REPORTS TO Report to Evaluation Coordinator

GENERAL DUTIES/PURPOSE
The Evaluation and Assessment Specialist is an integral member of the Assessment, Research and Program Evaluation Team (RE-Team) of the Health District. The RE-Team works together to develop, design, implement, analyze and report on evaluations of Health District direct services, community-wide efforts, and grant-funded projects, and provides technical assistance on evaluation research methods and data use for staff, the Board, and outside agencies.

As part of the RE-Team, the Evaluation and Assessment Specialist will be responsible to locate, analyze and prepare evaluation and other technical reports using original and secondary health datasets, the peer-reviewed literature, and best-practices reviews. Among other datasets, the Specialist will use the Health District’s internal client database for program evaluation, quality improvement efforts, and research projects, and participate in database revision and upgrade activities.

The Specialist works with the RE-Team to analyze and report on a comprehensive triennial community health needs assessment process. This process, begun in 1995 and repeated every three years, includes a large and comprehensive health survey of adults and qualitative community discussion groups to gauge the health and needs of the local population. In particular, the Evaluation and Assessment Specialist will be responsible for collecting, managing, and reporting on originally collected qualitative data that is gathered through surveys, panels, and community discussion groups.

SPECIFIC DUTIES
1) Takes responsibility to determine and conduct program evaluations for assigned Health District programs and projects in order to measure important process indicators, program outputs, impact of services, improvement in health status, return on investment, and other key indicators.

2) With the RE-Team, oversees aspects of the on-going client satisfaction surveys for Health District programs and projects. As a lead investigator, for assigned programs, the Specialist will assure that sampling programs are run according to schedules and will conduct surveys via in-person, telephone, mail and web-based methods. Collects, manages, and reports survey results to various stakeholders as assigned. Identifies and troubleshoots problems, and recommends changes to surveys and methods to continually improve quality, efficient workflow, and cost-effectiveness. Contributes to the design, implementation and reporting of new survey research projects as assigned.

3) With Team, prepares high quality evaluation and research reports and presentations and other communication products for distribution to both professional and lay audiences. This includes authoring, proof-reading and technical editing, document design and formatting, developing data infographics and visualizations, and referencing reports and other reporting activities as assigned.
4) Analyzes and interprets the results of the Health District’s Triennial Community Health Assessment process that includes a comprehensive population based health survey (CHS), a series of discussion groups with key informants and community members, and analysis of other relevant data sources.

5) Prepares a wide variety of in-depth reports, presentations and other products that summarize the results of the discussion groups, the community health survey, and other sources of data for the Health District Board of Directors, Health District program staff, partnering organizations, and members of the general public. Prepares usable and easy to understand printed and web-based reports, presentations and other communication products that summarize key and important findings and results for the general public, peers, the media and professionals in the community.

6) Supports the RE-Team, the Communications Department, other Health District staff, Board members, partner agencies and collaborators by responding to requests for data interpretation and analysis of primary and secondary data and information, in a timely manner.

7) Works as a team member, participating in group meetings, retreats, and special events as necessary. At times, assumes various administrative duties for the RE-Team such as organizing and scheduling meetings, taking minutes, organizing files, editing reports, ordering supplies and similar tasks.

8) Other duties as assigned by Evaluation Coordinator or Medical Director.

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.

Benefits – The Health District covers 100% of the cost for the group health insurance plan, Dental, Long Term Disability, Life Insurance, and Accidental Death and Dismemberment for the employee. The Health District contributes 5% of the gross salary to the 401(a) pension plan; the employee is required to contribute 3%. A complete list of benefits is on the hiring process page of the Health District website.

Equal Opportunity Employer - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will 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.