



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COVID-19 ANALYST I**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) COVID-19 analysis work. Work involves performing specialized COVID-19 related projects pertaining to epidemiological, biological, mathematical, and geo-spatial analysis functions of the county. Supports functions in relation to public health emergency preparedness and response operations for COVID-19. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collects, compiles, and analyzes COVID-19 related data

Uses statistical methods and relational databases to analyze COVID-19 data sets

Prepares or assists with preparing reports of research findings related to COVID-19

Develops and conducts projects related to COVID-19 virus

Formulates COVID-19 analysis objectives, programs, and priorities

Leads in drafting, authoring, and/or editing technical reports and summaries of findings from COVID-19 virus-related projects

Conducts statistical and spatial-epidemiological COVID-19 through the use of computer software programs

Creates guidance and documents related to COVID-19

Performs COVID-19-related work as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with major coursework in biology, epidemiology, public health, biomedical sciences, or statistical analysis

Experience in public health or emergency preparedness is a Plus

Experience in statistical or geo-spatial analysis is a Plus

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

A certification or license in data analysis software is a Plus

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of statistical concepts and methods and their application to COVID-19 research analysis; of measurement, testing, and evaluation; and of research methods, principles, techniques, and philosophies

Knowledge of COVID-19 virology, pathogenesis and epidemiology for the evaluation of disease risk and mitigation

Skill in conducting qualitative and quantitative COVID-19 research, in the use of a computer and applicable software, and in using statistical tools and programs

Ability to plan, organize, and administer COVID-19 research projects; to evaluate research data; to ensure the development of measuring instruments with respect to reliability, relevance, and validity; to interpret and publish research findings; and to communicate effectively

Bilingual (Spanish and English) with the ability to converse fluently in both languages

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment
- using personal protective equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities
- abiding by health information privacy (HIPAA) standards

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations