



Clayton County Board of Health

www.claytoncountypublichealth.org

JOB ANNOUNCEMENT

Operations Analyst

Pay Grade: J (GSP130)

Minimum Hire in Salary : \$32,970.99

Job Summary

Operations Analyst position is essential to fulfilling the Ryan White Program mission of providing optimal care to clients enrolled in the program. The Operations Analyst position is a Specialty Role. Under the supervision of the Ryan White Program Coordinator the Operations Analyst will perform collection, entry, validation, and analysis of the Ryan White Program data. The ideal candidate will have expertise in gathering and analyzing data from primary and secondary sources and databases, proficiency in developing reports and queries, experience developing data collection and management plans, knowledge of clinical/healthcare data systems, and research data management tools. The Operations Analyst will also perform statistical analysis, assist in the data management improvement process, and keep abreast of current data analysis approaches and tools.

Job Duties & Responsibilities:

- Assist with the preparation and analysis of RW clinical quality management data.
- Enter data into CAREWare.
- Enter and analyze outcome data for all RW funded services and assist in generating performance feedback reports to funded providers.
- Develop executive summary reports documenting key findings for quality management committee.
- conduct data analysis and extraction from the RW Program Database.
- Oversee the collection and reporting on systems-level performance measures including appointment availability.
- Provide technical assistance to RW providers.
- Assist in the implementation of systems-level quality improvement activities, including data to care.
- Analyze Ryan White clinical quality management (CQM) data software.
- Participate in quality improvement project.
- Serve as the CCBOH Ryan White Program lead designee in all Ryan White Part A, B, and C Quality Meetings.
- Other duties as assigned.

Minimum Qualifications:

Bachelor's degree in business from an accredited college or university And related experience in data collection. field from an accredited college or university AND One year of experience related to area of assignment. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

Preferred Qualifications:

Preference will be given to applicants who in addition to meeting the Minimum Qualifications also possess the following:

- Completion of an undergraduate major in computer science, statistics, data management, economics, finance, accounting, operations, business, or related field
- Experience in clinical data collection, data entry or data system management
- Strong knowledge of data spreadsheet and database, clinical paper charts and Electronic medical Records
- Ability to work independently under minimum supervision and attention to detail
- Excellent Communication skills both written and verbal

Deadline for Applications: UNTIL FILLED**Employment Information**

Current State employees are subject to State Personnel Board rules regarding salary.

DPH accepts educational credentials recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education (DOE). Clayton County Health District will contact educational institutions to verify degree, diploma, licensure, etc.

As an employee of Clayton County Health District, in the event of an identified emergency you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the department.

Benefits for Full Time Eligible Employees

- 12 Paid Holidays
- Generous Leave Package
- Employees Retirement System
- Health Insurance
- Dental Insurance
- Vision Insurance
- Health Care Spending Account
- Dependent Care Spending Account
- Life Insurance
- AD&D Insurance
- Disability Insurance
- Legal Insurance

- Long-Term Care Insurance
- Specified Illness
- Deferred Compensation (401K & 457 Plans)
- Southern Federal Credit Union

For more information on the State of Georgia Benefits visit - <http://team.georgia.gov/>

Additional Perks

- A supportive and rewarding work environment
- Physical Activity Breaks
- Worksite Wellness Program
- Employee Assistance Program

To learn more about Clayton County Health District visit - <https://www.claytoncountypublichealth.org/>

SEND COMPLETED STATE OF GEORGIA APPLICATIONS OR RESUMES TO:

ATTN: HUMAN RESOURCES
CLAYTON COUNTY BOARD OF HEALTH Fax (770) 892-9148
1117 BATTLECREEK RD.
JONESBORO, Georgia 30236

EQUAL OPPORTUNITY EMPLOYER

Only those selected for an interview will receive notice.

Applicants chosen for employment will be subject to the following:

***Criminal Background Check/Fingerprinting*Pre-employment Drug Screening**

***Reference Check**