



Operations Analyst 1

Division of Public Health Environmental Health Promotion & Disease Prevention

Job Description

Come join the team that's changing the face of Public Health

The Georgia Department of Community Health, Division of Public Health, is seeking candidates for an Operations Analyst 1 within the Office of Environmental Health- Food, Tourist, and Pools Program.

Under general supervisor, the incumbent will work within the Environmental Health Specialist (EHS) Food and Water Grant Program funded through the Centers for Disease Control and Prevention (CDC). He or she will assist the Food and Water Coordinators in their efforts to work with local environmental health specialists and epidemiologists to improve the awareness and reporting of foodborne and waterborne illnesses. In addition, this position participates in efforts to improve knowledge related to illness investigation and food safety for environmentalists and epidemiologists. The candidate selected to fill this position will assist both the Food and Water Coordinators in their efforts to collect data from studies and will process this data as directed by CDC and others.

Qualifications

Completion of a bachelors degree from an accredited college or university OR One year of experience at a level equivalent to the lower level (GSP010) OR Four years of related experience

Preferred Qualifications

Preference will be given to applicants who in addition to meeting the entry qualifications possess the following:

- Bachelor's degree in research methods, computer sciences, biostatistics, epidemiology or a related field from a four- year college or university
- Experience and knowledge in statistical analysis
- Knowledge of and prior work experience with environmental health or public health programs with experience with foodborne and waterborne disease or epidemiology investigation
- Possess competencies in the areas of oral communication, written communication, interpersonal skills, teamwork, leadership, and planning/evaluation
- Proficient with Microsoft Office Access, Word and Excel; database management and quality assurance; additional preference will be given to applicants with working knowledge of geospatial analysis with ArcGIS 9.0 or higher;

- Ability to develop and maintain effective working relationships
- Ability to communicate technical solutions to non-technical people both orally and in writing
- Organizational skills and attention to detail
- Demonstrate ability to learn, adapt to, and implement updated, new and emerging technologies; and Conduct literature review and gather background information for EHS- Net Studies;
- Experience in conducting literature review and gather background information for EHS-Net Studies

Applying for this job

Interested candidates should **email** their resume in Microsoft Word format to: alexander@dhjobs.com

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject: **Operations Analyst 1 - 60552**

Benefits

This position is a pay grade 12 (Competitive starting annual salary \$ \$26,672 - \$36,744) on the statewide salary plan.

In addition to a competitive salary, we offer a generous benefits package that includes a flexible schedule, training opportunities, employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.

Employment Information

Job announcements are subject to change/removal without notice. Positions are closed once a sufficient pool of qualified applicants is identified.

Due to the volume of credentials received, only those under interview consideration will be contacted regarding status of their application.

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

DCH accepts educational credential recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education (DOE) will be considered. DCH will contact educational institutions to verify degree, diploma, licensure, etc.

The candidate selected for this position may be subject to pre-employment drug screening and a criminal background check.

As an employee of DCH, 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.

The Georgia Department of Community Health strives to provide access to affordable, quality health care in our communities; encourage responsible health planning and use of health care resources; and

promote healthy behaviors and improved health outcomes.

DCH is an Equal Opportunity Employer