

Job Description

Job Title	Public Health Analyst (Cancer Epidemiologist)		
Job ID	14283		
Date Opened	09/13/2021		
Date Closed	09/23/2021		
Location	899 N. Capitol Street NE		
Full/Part Time	Full-Time	Type of Appointment	Career Service - Term Appt
Regular/Temporary	Regular		
Agency	HC	Department of Health	
Area of Consideration	Open to Public		
Grade	13		
Bargaining Unit	1_2	Compensation Unit 1 & 2	
Minimum Range	\$98,176.000000	Maximum Range	\$126,508.000000
Target Openings	1	Available Openings	1

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This position is located in the District of Columbia Department of Health (DC Health), Community Health Administration (CHA), Cancer and Chronic Disease Prevention Bureau (CCDPB), Cancer Programs Division. CHA promotes healthy behaviors and healthy environments to improve health outcomes and reduce disparities in the leading causes of mortality and morbidity in the District. CHA focuses on nutrition and physical fitness promotion; cancer and chronic disease prevention and control; access to quality health care services, particularly medical and dental homes; and the health of families across the lifespan. The CCDPB works closely with health systems, community-based organizations, governmental agencies, and other key partners to provide data, consultation, technical assistance, and leadership to ensure that data-driven, evidence-based, and sustainable approaches are utilized to improve cancer and chronic disease health outcomes among District residents.

The Public Health Analyst (Cancer Epidemiologist) provides epidemiological support and evaluation for the DC Cancer Registry and Cancer Programs Division within the Cancer and Chronic Disease Prevention Bureau. The incumbent uses a data driven approach to support and evaluate the cancer burden in the District.

Major Duties and Responsibilities

Manages all epidemiologic projects of the DC Cancer Registry and Cancer Programs Division. Identifies all cases of malignant neoplasm from disease/diagnostic indexes of reporting facilities to ensure all reportable cases are abstracted into the registry database. Establishes guidelines to accurately abstract and enter cancer cases in the registry database to include patient demographics, diagnostic procedures, history and extent of disease, treatment, follow-up, physician and related information and codes the registry data according to strict protocol requirements. Organizes and manages case finding and death certificate follow-up of all reportable neoplasms and update cases to include treatment data of second primaries. Gathers and analyzes data to assess community needs and performance, effectiveness, and impact of programs and policies. Provides technical assistance and consultation to reporting facilities, health systems, clinics, other health care providers and internal DC Health programs related to data collection, analysis, and reporting. Writes proposals, grant applications, and other required materials, specifically epidemiologically focused; submits all grant applications in a timely manner.

Leads the analysis of DC Cancer Registry data and other large datasets such as Behavioral Risk Factor Surveillance System (BRFSS) and provides reports to the relevant programs. Leads the development and consistent updating of cancer fact sheets, reports, websites, and other dissemination products. Reviews submitted data for completeness and accuracy and follows up with data sources as necessary (e.g., BRFSS). Serve as a team lead and periodically as multi-agency team leader or project manager. May serve a team lead for interns and fellows. As required, collaborates with other programs within the department to leverage program activities. Develops bureau data plans, reports, and factsheets for dissemination to program staff and key stakeholders. Prepare periodic and ad-hoc reports regarding data activities. Determines the availability and adequacy of data sources to support cancer and chronic disease prevention programs and research. Utilizes sound judgment in identifying the most relevant data, study design and methods to be applied

research. Utilizes sound judgment in identifying the most relevant data, study design and methods to be applied in producing reports with data that can be used in program planning, development, monitoring, and evaluation activities.

Qualifications and Education

Individuals must possess at least one (1) year of specialized experience equivalent to at least the next lower grade (12) level in the normal line of progression for the occupation in the organization. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled, and has equipped you with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled.

Based on the duties and responsibilities of this position, a minimum of a Masters of Epidemiology or a Master of Public Health (MPH) or equivalent degree is preferred for the incumbent of this position.

Licenses and Certifications

None required.

Working Conditions / Environment

The incumbent must be able to carry out official duties in a variety of settings and conditions. Routine work will occur primarily in an office setting.

Other Significant Facts

Tour of Duty: Monday - Friday 8:15am - 4:45pm

Area of Consideration: Open to the Public

Promotion Potential: No Known Promotion Potential

Duration of Appointment: Career Service - Term Appointment

Pay Plan, Series and Grade: CS-685-13

Collective Bargaining Unit (Union): This position is covered Local 2978 under a Collective Bargaining Agreement.

Position Designation: This position is deemed as “Protection Sensitive” pursuant to Section 410 of Chapter 4 of the D.C. Personnel Regulations, in addition to the general suitability screening, individuals applying for or occupying protection sensitive positions are subject to the following checks and tests:

- (a) Criminal background check.
- (b) Traffic record check (as applicable).
- (c) Consumer credit check (as applicable).
- (d) Reasonable suspicion drug and alcohol test; and
- (e) Post-accident or incident drug and alcohol test.

Vaccination Requirement: The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

EEO Statement: The District of Columbia Government is an Equal Opportuning Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

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