

Job Title	Staff Analyst
Employer/ Agency	City of Houston Health and Human Services
Job Description	<p>The Houston Health Department has an exciting opportunity for a Staff Analyst, in the Office of Surveillance and Public Health Preparedness. The selected candidate will perform the following duties along with other duties as assigned:</p> <ul style="list-style-type: none">• Monitors and evaluates the progress of activities to achieve goals of a three-year demonstration project/grant on molecular HIV surveillance.• Creates and modifies Base SAS 9 programs to conduct analysis of data.• Communicates with internal and external stakeholders about results of analysis of genetic sequence data and progress of project.• Collaborates with research partners in academia and other external partners on data visualization techniques and methods of analysis for genetic data.• Supports project coordinator and other team members by presenting analysis results in lay language.• Presents findings and compiles reports for review by the supervisor and manager.• May participate in the development of management and administrative policies, procedures and master plans with both short and long term objectives. Analyzes and reviews management practices and procedures and develops recommendations for improvement.• Completes special projects as assigned, working on a wide variety of financial, administrative, professional, management and community issues and problems of simple to medium complexity.• Participates in evaluation and design of workflow, processes, various operations systems, etc.• Prepares, edits and revises department policy and procedure manuals. Responds to correspondence, requests for information, etc. as assigned by supervisor.• Represents supervisor at meetings and functions generally to gather information.• Compiles data, produces information and interprets results through conclusion or recommendation formulation.• Develops reports, special documents or publications as assigned.

Qualifications	<p>EDUCATIONAL REQUIREMENTS Requires a Bachelor's degree in Business Administration, Public Administration or a field directly related to the type of work being performed.</p> <p>Graduates degrees related to the type of work to be performed may substitute for the experience requirement on a year-for-year basis.</p> <p>EXPERIENCE REQUIREMENTS Three (3) years of professional administrative, financial or analytical experience related to the type of work being performed are required.</p> <p>Professional experience related to the type of work to be performed may substitute for the education requirement on a year-for-year basis.</p> <p>PREFERENCES **Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.**</p> <p>Experience in monitoring and evaluation preferred. Experience in Base SAS 9 strongly preferred.</p>
Salary/Hours	Full Time, \$67,000.00 - \$80,000.00
Employer/Agency	City of Houston
Telephone Number	832-393-4897
Application Method	Apply online at https://www.governmentjobs.com/careers/houston/jobs/1938469/staff-analyst?keywords=staff%20analyst&pagetype=jobOpportunitiesJobs
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

