



Salt Lake County Job Description

Public Health Informaticist

DEPARTMENT: Human Services

DIVISION: Health/2150

JOB CODE: 050 **GRADE:** 016

FLSA STATUS: Exempt

SALARY PLAN: TRD

EFFECTIVE DATE: 04/27/2025

SAFETY SENSITIVE: No

JOB SUMMARY

Supports complex and varied tasks aligned with public health informatics initiatives across programs, divisions, and the agency. Plans, develops policies, analyzes systems, manages data, coordinates projects, and communicates across teams. Assists in developing, implementing, evaluating, and maintaining public health information systems.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Health Informatics, Biostatistics, Public Health Informatics, Epidemiology, Computer Science, Public Health, or Health Administration, or other closely related field, plus four (4) years of related experience of which two (2) years must have been in health informatics; OR an equivalent combination of related education and experience.

Education may not be substituted for the required health informatics experience.

Due to the nature of this position, the successful applicant must pass a required background check through fingerprinting and enrollment in the continuous RAP Back (Record of Arrest and Prosecution Back) program in accordance with current County Human Resources policy requirements.

A valid Driver's License accepted by the State of Utah is required at the time of hire. A valid Driver's License issued by the State of Utah must be obtained within six (6) months of hire to operate a County vehicle.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Develops, manages, and monitors public health information systems/registries used to track public health-related diseases and conditions, risk factors, and outcomes.
- Supports the collection, access, and analysis of data across systems to strengthen public health informatics infrastructure. Utilizes advanced statistical methods, predictive analytics, and machine learning to assess public health conditions and shares findings through publications and presentations.
- Assists in the development of study designs primarily using electronic surveillance systems related to public health disease conditions and interventions.

- Supports public health programs by translating system data into actionable insights, improving access to information, and evaluating the impact of informatics tools.
- Designs and maintains public health surveillance systems aimed at public health disease prevention and health promotion.
- Provides technical assistance and training in the areas of data collection, accessing potential data sets, and analysis and visualization, including informatics/system-focused, predictive analytical procedures, and statistical software programs.
- Establishes objectives, goals, and priorities of informatics projects.
- Ensures knowledge, information, and data needs of program users and stakeholders are met.
- Acts as a resource in determining the most effective way of meeting the informatics needs of management and program staff.
- Provides support in oversight of processes, workflow analyses, and resources used in the development and maintenance of health information systems.
- Identifies and procures funding through grants, partnerships, and other funding sources.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Knowledge of:

- Principles, theories, and practice of public health epidemiology, informatics, and information systems
- Statistical, business analysis, and workflow engineering
- Predictive analytics and machine learning algorithm techniques
- Software applications and methods of database and data warehouse development, use, and management
- Public health surveillance and data collection methods
- Information security, regulations, and rules governing access and privacy of records
- Standard healthcare data formats and vocabularies

Skills and Abilities to:

- Use information technology and demonstrate in-depth knowledge of the tools and techniques used
- Plan and manage informatics projects based on requirements and scientific analysis
- Visualize, design, implement, and use information technology by applying informatics skills across the agencies
- Conduct research, database management, development, and statistical programming
- Maintain public health databases used to organize and analyze data, ensuring the confidentiality of information
- Select and utilize appropriate analytical methods, and identify and describe the meaning and significance of findings
- Perform database and query design and development for scripts and reporting
- Manage electronic records and stay current with industry standards

- Work with local, state, and federal partners to collect and manage data needed for assessment and evaluation
- Plan, implement, and evaluate program goals
- Establish and maintain working relationships with health care professionals and allied agencies
- Work independently and professionally interact with staff and clients
- Rely on strong self-initiative to plan, organize, prioritize time and workload, and devise what projects are of value and complete projects without major oversight
- Make decisions, solve problems, and propose solutions
- Communicate clearly in written and verbal form and present information

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

IMPORTANT INFORMATION REGARDING THIS POSITION

Must be available to provide on-call coverage for public health emergencies regarding communicable disease and bioterrorism investigation and response protocols if needed.

Revised Date/HR Business Partner's Initials: 06/10/2025 MP

Published Date: 07/08/2025