

TOBACCO PREVENTION AND CESSATION DATA ANALYST

Position Summary

The TPC Data Analyst is a part of the Indiana Department of Health Tobacco Prevention and Cessation Evaluation Team and works under the guidance of the Tobacco Epidemiologist and Director of Program Evaluation. This position is responsible for assisting with the implementation of TPC Surveillance and Evaluation program components. Surveillance activities will include monitoring and analyzing data for population trends in tobacco use, secondhand smoke exposure, tobacco-related morbidity and mortality, and health care and tobacco treatment resource utilization. Evaluation responsibilities will ensure improvement of the efficiency, effectiveness, and sustainability of the program.

The position is a full-time, contract position.

Duties and Responsibilities

- Using epidemiologic strategies, interpret and analyze data using statistical techniques; and aid in providing ongoing oral and written reports to guide in decision-making.
- Work alongside the Tobacco Epidemiologist to conduct data analysis of the Indiana Youth Tobacco Survey, Indiana Adult Tobacco Survey, Indiana Behavioral Risk Factor Surveillance System, deidentified Indiana Tobacco Quitline participant experience extracts, and additional datasets.
- Assist with developing effective reports and compelling data visualizations to communicate findings with target audience(s).
- Co-lead grantee program reporting and data analysis.
- Assist with the biennial Indiana Youth Tobacco Survey administration.
- Interprets data from multiple sources using a variety of analytical techniques, ranging from simple data aggregation to data mining, to more complex statistical methodologies.
- Transforms, maps, cleans, and prepares data to support program needs.
- Identify opportunities for developing and implementing data tools including data collection and tracking systems.
- Respond to data requests in an appropriate and timely manner, utilizing agency protocols.

Qualifications and Skills Needed for Success

- Bachelor's degree in public health from an accredited university with a focus on epidemiology/evaluation and/or data analysis and assessment, or bachelor's degree in biostatistics, mathematics, epidemiology, analytics, or related field, is required.

- Minimum 2 years of directly applicable experience in data analytics and data manipulation including cleaning, standardizing, and transforming is preferred.
- Strong working knowledge of epidemiological methods, study design, and analysis needed with an understanding of qualitative and quantitative data collection methods and analysis.
- General knowledge of computer software (SAS, Excel, R, Tableau, Python, etc.) to manipulate and draw insights from large data sets is essential.
- General knowledge of applications such as Power Automate or Power BI is preferred.
- Skilled in data collection, analysis, and program evaluation methods, and must be able to assimilate and interpret data and clearly communicate information to a variety of stakeholders.
- Requires excellent written and verbal communication skills, and the ability to work effectively with other individuals and diverse groups and teams.
- Strong problem-solving skills, and the ability to effectively prioritize a variety of projects and functions.
- Effective time management and program management skills with the ability to work independently, anticipate problems, and initiate corrective actions.
- Ability to research and document findings.
- Actively engage as a member of a team.

The job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that may be required.

Working Conditions

Work is performed in an indoor office setting. Minimal in-state travel may be required.

This role does not provide direct supervision to direct reports.

Interested and qualified candidates should send a cover letter and resume to Katelin Rupp at karupp@isdh.in.gov