



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	PUBLIC HEALTH STATISTICIAN	<b>Department:</b>	HEALTH
<b>Job Code:</b>	4018	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX-3

**Summary** This is moderately complex and specialized research work involving the application of specialized knowledge to public health statistics and data analysis.

Work involves responsibility for the planning, coordination and supervision of the gathering, analyzing, and reporting of basic statistical data of a public health program. Work also involves responsibility for performing the more complex assignments requiring considerable skill in research, analysis, and presentation of data as well as development of methods and procedures in the survey and analysis of all statistical data in connection with administrative, medical, vital events, and other public health studies. Work requires considerable initiative and judgment. Work products are judged by an administrative superior based on reports and results achieved.

### Duties and Responsibilities

- Develops policies identifying social determinants of health, including policies related to food access, housing, transportation, public safety, education, sustainability, climate change, parks, air and water quality, criminal justice, data dissemination, and economic development.
- Devises and develops procedures for the reporting and recording of statistical data; develops reporting forms and procedures for online processing of data; provides background information for research projects.
- Compiles and calculates statistical data in planning, implementing and evaluating public health and related programs.
- Analyzes tabulated data; plans and prepares forms for detailed and summary tables reporting results of research studies; constructs illustrative charts for graphic expression of tabular data; prepares periodic statistical reports to summarize departmental activities.
- Gathers, reports, and analyzes public health, demographic, sociological, and other statistical data; reviews and analyzes reports for accuracy and completeness; corresponds with and visits reporting organizations and agencies to alleviate reporting problems.
- Applies statistical techniques such as computation of averages, percentages, distributions, standard errors, linear and non-linear equations of relationships, and correlation coefficients; interprets results of statistical analyses; prepares written reports.
- Performs related duties as assigned.

### Technical Skills

Considerable knowledge of:

- The principles and practices of public health, business, and public administration programs. administration.
- Basic and advanced mathematical and statistical methods and formulae and their Application and evaluation to analyze and evaluate public health, social, economic, and demographic data.
- Health research techniques and sources and availability of information relating to a comprehensive public health program.

Ability to:

- Plan and outline statistical procedures necessary in the compilation and analysis of data.
- Analyze and interpret complex statistical data and present analyses and conclusions with clarity and precision in written and graphic form.

**Education and Experience**

Accredited Bachelor's and three (3) years of relevant statistical experience;  
or

A master's degree in statistics, public health, biostatistics, biology, social sciences, mathematics, or epidemiology and one year of relevant statistical experience.

**Certificates/  
Licenses/Special  
Requirements**

- Must possess a valid state-issued driver's license in accordance with the City of KCMO policies.
- Must pass a physical examination as prescribed by the city.
- Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

**Supervision Received**

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

4/99

**Revised**

9/06, 8/10, 4/16, 8/22, 8/24