



San Francisco Department of Public Health

Grant Colfax, M.D.
Director of Health

City and County of San Francisco
London N. Breed
Mayor

CLASSIFICATION AND TITLE: 1823 Senior Data Visualization and Reporting Analyst

JOB DESCRIPTION: The Department of Public Health's **Center for Data Science** is accepting applications for **four (4)** full time positions in class **1823 Senior Administrative Analyst** to serve as **Data Visualization Reporting Analysts** with the Branch.

Under the general supervision of the Data, Visualization, and Reporting (DVR) Team Lead, the DVR analysts are responsible for planning, developing, maintaining, and coordinating data visualizations and analytics from a variety of sources to visually display and track strategically aligned community health indicators for a variety of conditions and diseases to drive the City's response efforts.

For example, the [COVID-19 Public Data Tracker](#) is San Francisco's central source of public data related to the COVID emergency and the City's response efforts. The DVR Team develops and maintains the tracker by working with data owners and subject matter experts to develop dashboards and narrative content while managing complex data pipelines, ensuring data quality, and maintaining data privacy. In addition to the public facing dashboards, the team (1) develops both internal and public facing interactive dashboards; (2) responds to data visualization and advanced analytics requests to support operational partners across the Division, (3) ensures the routine activities and automated processes are deployed to meet the Branch's daily geocoding data needs. The work is interdisciplinary and connects with stakeholders from across the Population Health Division and our Health System partners.

LOCATION: 101 New Montgomery Street. 4th Floor, San Francisco, 94105

SCHEDULE/SHIFT: Monday-Friday, 8:00am to 5:00pm; **Hybrid remote arrangements contingent on current Human Resources Policy**

SPECIAL CONDITION (if any): None

ESSENTIAL DUTIES: Under general supervision of the Data Visualization and Reporting Team Lead, the Senior Data Visualization and Reporting Analyst performs the following duties:

- Knowledge, skills, and experience with data visualization tools (e.g., PowerBI or similar and ArcGIS or similar), data cleaning, data management, data modeling, data transformation, and relational databases to develop and maintain internal and public-facing dashboards and datasets for San Francisco's [COVID-19 Public Data Tracker](#), and other prioritized health conditions and strategically prioritized initiatives;
- Collaborates with staff across the Health Department and other partner City Agencies to meet operational needs and measure progress towards goals;



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- Supports the data request process by providing feasibility assessments of new requests, scoping prioritized requests with stakeholders, and leading the implementation, communication, and progress tracking of data requests. Analyst ensures requests are fulfilled on-time and that deliverables are clearly documented;
- Skills and proven experience in using SQL, R (or another programming language such as STATA, SAS, SPSS, etc) for working with relational databases, data management (including SQL Server Management Studio) and for data cleaning, analysis, and evaluation, and to actively maintain and monitor data dashboards and reports to identify and address data errors or trends of concern;
- Conducts routine data cleaning, reconciliation, and deduplication, and other regularly needed quality assurance activities of all relevant source data;
- Participates in relevant team and other interdisciplinary meetings, presenting project updates, gathering feedback and direction from leadership and other stakeholders;
- Awareness of and ability to follow data privacy policies and data governance processes;
- Strong verbal and written communication skills;
- Sensitivity to and experience working with diverse racial/ethnic communities and work experience;

DESIRED QUALIFICATIONS:

- Advanced degree in statistics or health-related field (e.g., MA or PhD in Public Health Epidemiology, Biostatistics, Health Research, Health Psychology, or similar)
- Demonstrated experience developing interactive data dashboards using PowerBI.
- Experience with developing and managing the quality of multiple, large, relational databases and/or datasets, including demonstrated skills using SQL;
- Experience collecting, synthesizing, analyzing, and visualizing a wide variety of information/data using GIS (or similar spatial data analysis tool), SQL, and other analytic tools including R, SAS (or similar)
- Experience with probabilistic record linkage that incorporates electronic medical records and secondary data sources into the relevant relational database tables, views, or appropriately scoped data visualizations;
- Demonstrated experience with ESRI ArcMap/ArcGIS Pro or similar to implement geospatial information systems (GIS) analytics including the skills to develop, document, maintain, and enhance stored procedures, triggers, tables, existing geospatially enabled maps or other relevant location-based data and datasets related to the use of GIS related systems, automation, technical integration of geospatial data, production of reports, and staff guidance/training.
- Ability to work with interdisciplinary partners to maintain and enhance automated processes for geocoding incoming address data, and to disseminate relevant geographic and/or cartographic products to relevant stakeholders;



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- Demonstrated skills with project management such as the ability to create, trouble-shoot, and perform assigned duties independently, and with organizational skills and independent initiative to identify, analyze, and implement continuous quality improvement for team processes.
- Ability to learn new technologies and to cross-train to support other staff duties.
- Demonstrated success in developing, standardizing, and documenting complex business processes into standard protocols.
- Strong skills in translating data findings and data management needs in order to inform decision-making and data use by program leaders and other collaborators;
- Experience with data integration (e.g., using FME or similar data integration platforms).
- Basic knowledge of web development and user centered/accessible web design.
- Experience working with public health data, including but not limited to those data used in tracking and reporting on infectious or other disease(s), which may be obtained from Vital Statistics, Census data, state and/or secondary health data sources.
- Experience working in a government agency at the local, state, or national level.
- A passion for inter-disciplinary collaboration to advance public health and equity including courteous and excellent technical reporting, verbal and written communication skills for diverse audiences;