



**CITY OF BALTIMORE**  
**Bureau of Maternal and Child Health**  
**Grant Service Specialist**  
**Data Analyst/Programmer**  
**(Two-year Grant Funded)**  
**Salary: \$48,812 - \$59,437 Annually**

**OPENING DATE: 4/11/2017**

**CLOSING DATE: 6/1/2017**

The Baltimore City Health Department is currently seeking an organized individual to fill the role of Data Analyst/Programmer for the Bureau of Maternal and Child Health. This position is full-time and responsible for a wide variety of data management and analytical tasks, computer programming, and systems design development. Supervision is received from a technical superior. This is a two year, grant funded position.

**Some of the duties assigned to this position include:**

- Compiles, verifies, manages and reviews data and statistics on City Agency programs for use in proposals, presentations, data projects, and data requests.
- Prepares reports, charts, graphs, basic statistical reports, grant applications and other documents using various analytical techniques
- Writes programs to create user interface to enter, update and delete data and generate reports; develops database designs based on user requirements; uses data models to organize, store and secure data; repairs and compacts databases
- Designs and modifies systems; develops system flow charts, forms, input and output documents and computer files, writes detailed systems specifications and procedures
- Investigates request for electronic data processing systems and programming requirements
- Attends and participates in meetings
- Performs related work as required

**Required Knowledge, Skills and Abilities:**

- Ability to compile, manage and review data and statistics
- Skill in organizing and analyzing data for statistical reports
- Knowledge of commonly utilized database construction and maintenance
- Ability to conduct systems studies and to collect, organize and analyze data
- Ability to communicate effectively orally and in writing
- Ability to think critically and interpret data

**Minimum Education and Experience Requirements**

- A Bachelor's degree in informatics (or related degree) and 2-3 years of experience in preparing computer programs, including one year in systems design. Experience in managing data and quantitative/analytical methods preferred.

**Recommended:** Academic coursework in quantitative/analytical methods. Academic coursework or some experience in public health methods.

**Equivalencies:** Equivalent combination of education and experience

**Licenses, Registrations and Certificates:** Not applicable

**The salary range for this position is \$48,812 - \$59,437. Benefit package includes: Health, Dental, Paid Holidays and Paid Leave.**

**Note:** Those eligible candidates who are under final consideration for appointment to this position will be required to authorize the release of criminal conviction information and submit to drug and alcohol testing.

**Interested candidates should submit a resume and cover letter by June 1, 2017 to:**

Name: Jana Goins

Title: MCH Epidemiologist

Bureau/Program: Maternal and Child Health

1001 East Fayette St.

Baltimore, MD 21202

Email Address: [Jana.Goins@baltimorecity.gov](mailto:Jana.Goins@baltimorecity.gov)

***AN EQUAL OPPORTUNITY EMPLOYER***

**This a Grant Funded Temporary Position**

**Catherine Pugh, Mayor**

**Mary Talley, HR Director**