



# JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b>		
<b>Agency:</b> Indiana Department of Health (IDOH)		<b>BU:</b>
<b>Division:</b> Tobacco Prevention and Cessation		<b>Section/District:</b> Evaluation
<b>Job Title:</b> Public Health Administrator 2 - Surveillance and Evaluation Specialist		<b>Job Code:</b> 001QT2
<b>Working Title (if different from above):</b>		
<b>Reports To:</b> Director of Program Evaluation		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		<b>Effective Date :</b>

**Purpose of Position/Summary:**

The Surveillance and Evaluation Specialist supports the Tobacco Prevention and Cessation division and TPC partners with technical assistance around data collection, data quality and completeness. In addition, the incumbent works with the Evaluation Team on analysis and review of program outcomes, and development of data dissemination tools.

**Essential Duties/Responsibilities:**

Manages TPC grantee monthly program reporting platforms, makes updates when necessary, and mines monthly program reports for relevant data

Tracks and analyzes state and local commercial tobacco control policies such as community smoke-free air policies, tobacco-free school district policies, tobacco-free health system policies, and more

Tracks Indiana Tobacco Quitline participant data on a weekly, monthly, and annual basis

Coordinates recruitment and administration for the biennial Indiana Youth Tobacco Survey with guidance from the TPC Director of Program Evaluation and Tobacco Epidemiologist

Reviews, monitors, and manages incoming data from biennial Tobacco Retailer Audits and communicates accordingly with TPC partners and other stakeholders

Provides technical assistance and training on TPC grantee monthly reporting platforms, Indiana Tobacco Quitline data and reports, and additional datasets and surveillance systems

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time.

**Job Requirements:**

Familiarity with the IDOH-Tobacco Prevention and Cessation Division's mission and vision, history, structure and goals

Knowledge of public health principles and practices

Considerable knowledge and competence in using software applications including Microsoft Excel, Microsoft Word and PowerPoint

Strong ability to communicate with co-workers, other public health professionals, agency staff, TPC partners and other stakeholders both verbally and in writing

Ability to work cooperatively with TPC staff and representatives of State, Local, Federal and private partner agencies

Ability to prepare written project summaries and other communications materials

Ability to work independently

Preferred: Experience in web-based survey development, including platforms such as SurveyMonkey and RedCap

**Supervisory Responsibilities/Direct Reports:**

This position has no direct reports or supervisory responsibilities

**Difficulty of Work:**

Incumbent must be able to organize and prioritize multiple tasks, follow directions, adhere to a timeline, and be able to work effectively with individuals and groups. Good judgement and ability to apply specialized knowledge are required to perform duties successfully. Work assignments also require critical thinking and decision-making abilities, and superb attention to detail.

**Responsibility:**

Incumbent is responsible for supporting multiple surveillance systems and other data collection platforms, and providing effective technical assistance to TPC partners, staff, and other stakeholders. Instructions concerning goals and objectives are discussed with superiors. Work is reviewed by superiors for quality and accuracy.

Position is expected to work collaboratively with other TPC staff to make progress toward TPC and IDOH priorities.

Position is expected to comply with all policies and procedures set forth by IDOH and TPC.

**Personal Work Relationships:**

Incumbent will work closely with the TPC Director of Program Evaluation and Tobacco Epidemiologist on various projects, and will communicate often with TPC state and local partners. This staff member may also collaborate with other Division staff in addition to the TPC Evaluation Team, as well as other IDOH program areas and state agencies as needed to complete work assignments.

**Physical Effort:**

Requires sitting for long periods, answering the phone, and working on a computer. Must have driver's license and ability to drive.

**Working Conditions:**

Ninety percent of time incumbent will work indoors in a routine office environment. Occasionally may travel by car around the state.