



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 24-050

POSITION: **ELC Infectious Disease Intelligence Analyst** OPENING DATE: **01/31/2024**

NO. OF VACANCIES: **1** CLOSING DATE: **02/13/2024**

SALARY: **\$47,821.28 - \$55,359.20 P/A**

PAY LEVEL: **08/01 – 08/04**
The salary given will be determined by the qualifications of the appointee.

LOCATION: **Epidemiology and Laboratory Capacity (ELC) Program,
Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK:

Under the supervision of the respective Epidemiology and Laboratory Capacity (ELC) program project administrator and ELC epidemiologist(s) to develop and implement disease surveillance system for prevention, detection, investigation, control treatment, and follow up procedures in response to a disease outbreak, bioterrorism, or other public health events. The **ELC Infectious Disease Intelligence Analyst** is responsible for gathering, analyzing, and evaluating health information directed towards obtaining high quality, comprehensive, timelier data from a variety of sources, such as the CHCC Electronic Health Record (EHR), Revenue Cycle Management (RCM), National Electronic Disease Surveillance System (NEDSS/National Base System (NBS), WebIZ, PowerBI, sentinel site network reports, and other applicable systems. The **ELC Infectious Disease Intelligence Analyst** ensures the use of surveillance data to assist the Epidemiologists and the ELC Program identify, monitor, track and report to anticipate and sustained surveillance of epidemic prone diseases within the CNMI (Saipan, Tinian and Rota). Also, adhering to CHCC and ELC program policies.

DUTIES & RESPONSIBILITIES:

Assist in the CHCC-ELC program planning, evaluation, and implementation which includes, but are not limited to, project objectives and activities. Within the delegated authority and the respective organizational set-up, the incumbent may be accounted for:

Overall Surveillance, Detection, and Response:

Responsible for coordinating the collection and documentation and reporting of data from the sentinel sites **collaboratively working in conjunction with** the Epidemiologists, the CHCC Laboratory, Prescription Drug Monitoring Program (PDMP), Health Vital Statistics Office (HVSO), HIV/STD/VH/TB Programs, Immunization Programs, Environmental Health Disease Prevention Department (EHDP), along with other internal and external partners on syndromic surveillance along with Commonwealth of the Northern Mariana Islands (CNMI) National Notifiable Diseases (NNDs) or conditions which includes potential public health risks or threats to the CNMI (Saipan, Tinian, and Rota).

- Assist under the guidance of the Epidemiologists to conduct, in collaboration with other team members (internal/external partners), real-time analysis of outbreak intelligence data, from a broad range of sources including non-health sectors, for epidemic forecasting and detection.

Assist in enhancing investigation and outbreak response; surveillance and reporting; laboratory testing for surveillance, analyze surveillance disease data, reporting, and response; laboratory coordination and outreach to improve efficiency targeting the CNMI population, including Tinian and Rota.

Project Monitoring and Evaluation:

- Undertake regular field visits **working collaboratively with** other team members (internal/external partners) to assess and evaluate the implementation of surveillance activities, identify gaps and recommend corrective actions based on key performance indicators while setting timeframes and reporting closely to the ELC program.
- Carry out a rigorous and transparent approach to evaluation and participate in the major project evaluation exercises in consultation with the ELC program. Ensures timely preparation of and reporting of the CHCC weekly syndromic surveillance, any reportable diseases or conditions, and other required surveillance reporting for the ELC program.
Report findings through annual, quarterly, and monthly reports to the CDC and at the local level as part of the programmatic data reporting.

Multi-sector and Multiple-stakeholder Partnerships, Communications, and Coordination:

- Develop and foster partnership and collaboration with internal and external partners, such as government and private agencies/businesses, private clinics, public and private schools, in order to improve the ability to collect, analyze, and disseminate quality public health data and information and to build consensus to maximize public health reach, capacity, and effectiveness on prevention, surveillance, detection, and response efforts at the population level of the CNMI including Tinian and Rota.
- Assist and coordinate across CHCC public health programs and clinical services while enhancing collaborations between CNMI epidemiology and laboratory to improve the overall health of the people in the CNMI, including Tinian and Rota.
- Assist and coordinate in preparing and implementing public health intervention strategies; health promotion strategies; public health best practices, guidelines, programs, and policy, which includes but are not limited to community outreach activities with internal and external partners before, during, and after any outbreak of communicable diseases and other public health events.
- Assist and coordinate in developing public health educational materials for healthcare providers and using other strategies in promoting awareness among CNMI healthcare providers of local and national reporting requirements and other ELC program related activities.
- Assist and coordinate in the development of a community engagement strategy, including information dissemination to the public, regarding infectious disease surveillance, prevention, education, and mitigation for communities within the CNMI, including Tinian and Rota.

Administrative Work:

- Assist the ELC program in developing/revising and maintaining the Standard Operating Procedures (SOPs) and other related documents of or relating to the surveillance system.
- Assist in ensuring the program infrastructure to support organizational capacity and program operations.
- Take part in the development of supportive and trusting relationships with staff in order to facilitate a cohesive and effective team.

Data Responsibilities:

- Explore and recommend data source enhancements, replacements and/or supplementations to address issues of data quality or limitations.
- Ensure the collection of valid and reliable program data and information from program areas and other relevant sources.
- Assist the **Epidemiologists** in conducting data analysis on program reporting requirements, performance and outcome measures, and impact on the CNMI population (Saipan, Tinian, and Rota).
- Assist the Epidemiologists in analyzing data to identify patterns and trends in the community (Saipan, Tinian, and Rota).
- Assist in evaluating program data to ensure that performance indicators are being met for program areas

and other relevant sources.

- Maintain and enhance data quality, surveillance, tracking, and follow-up mechanisms such as quality standardized data elements.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION REQUIREMENTS: Master's degree in public health or any health-related field or Science, Technology, Engineering, and Mathematics (STEM) from an accredited four-year U.S institution or higher education or U.S. certified credentials evaluation document or Bachelor's degree in public health or any health-related field or Science, Technology, Engineering, and Mathematics (STEM) from an accredited four-year U.S institution or higher education or U.S. certified credentials evaluation document.

EXPERIENCE: Plus, two (2) years experience in public health settings or any health-related field or Science, Technology, Engineering, and Mathematics (STEM). Plus, four (4) years experience in public health settings or any health-related field or Science, Technology, Engineering, and Mathematics (STEM). Candidate should demonstrate capabilities or experience in health research, patient data management, data collection, data visualization, and data management. Candidate must also possess good writing skills, time management, demonstrate good work ethic and ability to work with a team and others.

OTHER QUALIFICATION REQUIREMENTS:

Familiar or experienced with data software tools and data science techniques that include, but are not limited to - Microsoft Excel, Microsoft Power BI, SPSS, Tableau, Python, C++, and/or other related software's, etc. Knowledge of infectious diseases and moderate level of familiarity with REDCap, preferred. Capacity to work in stressful conditions, including 24/7 on-call during natural or manmade disaster response and recovery activities. Ability to travel off-island for required meetings and to neighboring islands for program objectives. Flexibility and adaptability to shifting conditions and work demands. Capacity to communicate effectively and work collaboratively with other program managers, internal and external partners in a professional manner. Analytical and conceptual ability, negotiating, communication and advocacy skills. Must be able to drive and possess a current CNMI driver's license, use office equipment and competent in use of Microsoft Office software.

KNOWLEDGE/SKILL/ABILITY:

- English Language — Intermediate knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security — Basic knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions (ie., Health Insurance Portability and Accountability Act; Controlled Substances Act, and Health Information Technology for Economic and Clinical Health Act).
- Computers and Electronics — Intermediate knowledge of computer hardware and software, including data driven applications and programs.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents; Intermediate ability to read and understand information and ideas presented in writing.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; Intermediate ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events) and alternately, intermediate ability to apply general rules to specific problems to produce answers that make sense.
- Speaking — Talking with and presenting data orally to others to convey information effectively.
- Writing — Communicating effectively in correspondence and report writing as appropriate for the needs

of the audience; Intermediate ability to communicate information and ideas in writing so others will understand.

- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
- Interacting with Computers — Using computers and computer systems (including hardware and software) to set up functions, enter and retrieve data, or process information.
- Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Processing Information — Compiling, categorizing, calculating, tabulating, auditing, or verifying information.
- Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances, data, or events.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Exempt**” or is not eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security; subject to funding availability through federal funds awarded to the *Epidemiology and Laboratory Capacity (ELC)*, not to exceed 07/31/2024.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu’ St., Garapan, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer’s hospital facility’s Main Cashier Office (entrance/exit point for all)

E-mail: apply@chcc.health

Direct Line: (670) 234-8951 ext. 3416/3410/3427/3583

Trunk Line: (670) 234-8950, HR Office

Fax Line: (670) 233-8756

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Note: *Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*