

# Data Manager

Job Overview	
Purpose of Position:	The Data Manager is a public health professional responsible for ensuring the collection and analysis of case, contact, and other public health data at the local health district level in accordance with sound epidemiologic methods, disease surveillance procedures, statistical formulas and data management techniques. Verifies data accuracy and resolves discrepancies. Identifies systematic problems and proposes resolutions to improve data quality. Assists other staff in appropriately using surveillance software applications and analytic tools, including providing training. Maintains frequent contact with health district staff and end-users of data in order to verify data, resolve inaccuracies, and meet user needs. Ensures data systems are used according to criteria established for statewide application. Generates reports on disease statistics and other data needed for the work unit.
Typical Core Duties:	<ol style="list-style-type: none"> <li>1. Data Assessment <ul style="list-style-type: none"> <li>• Trains case investigators and contact tracers in data systems established for managing the data they collect. Ensures that data entry and quality assurance procedures are understood by all system users.</li> <li>• Troubleshoots problems to reach solutions to ensure ongoing availability of systems necessary for the work unit.</li> <li>• Systematically reviews data for completeness, quality, and timeliness. Addresses identified systematic problems to improve data quality.</li> </ul> </li> <li>2. User Support <ul style="list-style-type: none"> <li>• Responds to user inquiries and requests for assistance. Provides additional instructions or develops FAQ documents as needed to address areas of confusion.</li> <li>• Stays up-to-date with system development and communicates changes with users. Informs developers at the state level of consistent problems or suggestions for system enhancements as appropriate.</li> </ul> </li> <li>3. Statistical Reports <ul style="list-style-type: none"> <li>• Analyzes data and generates reports including general data summaries, as well as reports that detail data discrepancies, missing information, and duplicate entries. Uses data to identify ways to improve data quality and correct errors.</li> <li>• Coordinates with users of other data systems to create a more complete picture of the impact of the disease and the efforts in place to control its spread in the community and among different population groups.</li> </ul> </li> </ol>
Typical Supervision/Independence of Action:	Performs functions of position independently and within established procedures and guidelines. Seeks supervisory guidance for non-routine or complex matters.
Required Licensure/Education:	N/A
Typical KSAs:	<ul style="list-style-type: none"> <li>• Experience in data management and data quality assurance.</li> <li>• Ability to use software applications to analyze data and generate statistical reports.</li> <li>• Ability to prepare clear and accurate documentation and presentations of data.</li> <li>• Ability to communicate effectively both orally and in writing with diverse audiences.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to provide training to data system users.</li><li>• Ability to work with a variety of computer software packages.</li></ul>
Typical Preferred Qualifications:	<ul style="list-style-type: none"><li>• Skill in using disease surveillance data systems (NEDSS Base System preferred).</li><li>• Knowledge of public health practices, communicable diseases and disease control, and disease reporting/surveillance.</li><li>• Understanding of medical terminology related to infectious diseases.</li></ul>

**Resources:**

<https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>

<https://www.dshs.state.tx.us/coronavirus/tracing.aspx>

<https://www.talentboost.cloud/partners-in-health>

<https://www.npr.org/sections/health-shots/2020/04/14/833726999/how-contact-tracing-can-help-fight-coronavirus>