



# Looking for Work That Matters?

# We're Hiring! Join Our Team.

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## We are Accepting Applications for the Following Position: **Data Operations Specialist (10250)**

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*Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.*

*Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit [dekalbpublichealth.com](http://dekalbpublichealth.com).*

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**POSTING DATE: 04/16/2025**

**APPLICATION DEADLINE: 04/30/2025**

### **EXCEPTIONAL BENEFITS INCLUDE:**

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

**LOCATION: T.O. Vinson Health Center**

**DIVISION/DEPARTMENT: Clinical Services**

**SALARY INFORMATION: \$44,671.60 Annually / Pay Grade J / Job Code GSP130**

**DUTIES:** Under supervision, performs complex administrative duties and statistical data analysis and reporting in support of management decision making in the TB Clinic and Outreach Program. Identifies trends, discrepancies, and variances to improve the efficiency and effectiveness of operations. May partner with other departments, divisions, outside agencies, and vendors to address business issues. Exercises various latitudes of independent judgment. May administer or provide high level support for various projects, reports grants, contracts, implementation of procedures, and/or any specialized functions. Conducts and coordinates financial, personnel, product, market, operational, and related research to support strategic and business planning. Develops economic demographic, business, and sociological forecasts to support development of plans and strategies. Establishes and maintains a positive working relationship with area business community, internal and external agency customers, and other related contacts. Monitors effectiveness of clinic and outreach operations, assesses quality of service and makes recommendations to improve operations. Gathers, compiles and analyzes data. Prepares reports of findings and analysis. May make recommendations to management for operational changes. Receives additional training, as required, to gain full proficiency and experience in all areas. Other duties as required

**MINIMUM QUALIFICATIONS:** Associate degree in business or related field from an accredited college or university and one (1) year of experience related to area of assignment.

Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

**PREFERRED QUALIFICATIONS:** Previous experience working in a health department and/or with TB is preferred, but not required

**NOTE:** Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

**Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.**

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

**ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN:** "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) *If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:* [jannise.gray1@dph.ga.gov](mailto:jannise.gray1@dph.ga.gov).

**DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**