



# DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIRECTOR'S OFFICE

*Helping people. It's who we are and what we do.*



## Recruitment:

### CHIEF BIOSTATISTICIAN DEPARTMENT OF HEALTH AND HUMAN SERVICES OFFICE OF ANALYTICS

*Document updated: May 2024*

**SALARY: \$124,671 (employee/employer-paid retirement schedule)**

*Note: The salary for this role, assuming employee/employer paid retirement, will increase by 11% to approximately \$138,384 effective July 1<sup>st</sup>, 2024.*

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** The Department of Health and Human Services (DHHS) is seeking a **Chief Biostatistician**. The Chief Biostatistician works under minimal departmental direction and provides vision and leadership for the Office of Analytics.

This is a full-time unclassified position located in the State of Nevada, Department of Health and Human Services, Office of Analytics in Carson City, Nevada. The position is appointed by the Department Director.

#### MAJOR DUTIES AND RESPONSIBILITIES:

- Program/Project Management
- Research, Analysis, and Data Evaluation
- Technical Consultation
- Data Dissemination and Presentation

This position collaborates closely with leadership throughout DHHS and serves as the technical advisor for the administration and management of data-related projects and studies, including the direction and control of project planning, project review and dissemination of findings. This includes analyzing and evaluating the effectiveness of office operations in meeting established project goals and objectives.

The Chief Biostatistician directs the activities of biostatisticians, economists, statisticians, and other health analysts and sets policies and procedures to safeguard the quality and accuracy of their work, ensuring that various statistical products and publications are delivered to stakeholders timely and accurately; provides technical input to analysts and programmers in updating data from multiple sources with appropriate technical documentation; collaborates with informatics and information technology professionals to develop data storage and management solutions that enable analysis of large structured and unstructured datasets; and provides advice on the use of data science tools, methods, and statistical learning models to collect, link, process, code, classify, analyze, and display data.

The incumbent will ensure the Office of Analytics follows best practices related to a traditional data science lifecycle which includes gathering and storing data; processing and converting raw data into clean, organized information; developing tools and processes for analysis; applying techniques to produce findings from structured and unstructured data; ensuring data quality; and clearly communicating findings from analysis and the results of this process across various organizations. This includes consulting with epidemiologists, statisticians, computer scientists, programmers, economists, policy analysts, public health professionals, and other stakeholders concerning ongoing and established studies or other projects where extensive analytic methodological support or innovation is required.

The Chief Biostatistician also assists in creating recommendations for additional research and development efforts and formulates proposals for new studies and data science projects related to the Department's priority topic areas; supports synthesizing and interpreting the relevant literature and other public sources and provides analytical review of current methodological developments; maintains current knowledge of developments in allied health sciences, modeling, and machine learning analysis, in conjunction with the use of technology to identify and evaluate new data science tools and methods to support current and future efforts; and participates as the expert in work groups focused on data science, statistics, and machine learning, as applied to public health data.

The incumbent plans, organizes, and directs research studies and methodologies for public health and social services programs and functions as the principal consultant to advise program management on data for decision making. The incumbent develops long range statistical forecasting and modeling of health indicators for the State; develops statistical and analytical programs to evaluate the effectiveness of State programs for health care; utilizes data to identify health problems which require research and resolution; and responds to requests of the administrator or department leadership for specialized data, analytical summaries, and information. The incumbent also collaborates with other divisions within the department to advance data integration and data-related infrastructure and modernization efforts.

The incumbent also assists with preparing grant proposals, including selecting the research methodology to be utilized; coordinates projects; devises data collection methods; defines project parameters and statistical methodology; collaborates with other agencies and organizations in the compilation of information; sets project priorities and allocates resources.

The incumbent is responsible for various public presentations, including to DHHS leadership, the legislature, Governor's Office, and internal and external workgroups, task forces, and other stakeholders and must be comfortable communicating technical information to a variety of individuals and audiences.

#### **KNOWLEDGE REQUIRED BY THE POSITION:**

The primary requirements of the work are applying professional knowledge of computer science and mathematical and statistical theories, techniques, and methods to gather, analyze, design, and construct new processes for modeling, interpretation, and/or reporting quantitative information, trends, relationships, and correlations among or within data sets.

Proficiency in modeling and statistical programming languages such as, but not limited to: SAS, R, or Python.

Knowledge and experience applying data-analytic techniques and concepts such as, but not limited to properties of infectious disease transmission modeling, probability distributions, statistical tests and proper usage, model performance, clustering and finding patterns, classification and regression.

A successful incumbent will have:

- A proven ability to drive public health results with their data-based insights; comfort working with a wide range of stakeholders and functional teams; a passion for discovering solutions hidden in large data sets and working with stakeholders to improve process and public health outcomes. Mastery-level knowledge using large data sets to find opportunities for process optimization is a must. The incumbent must have strong experience using a variety of data mining/data analysis methods and a variety of data tools, building and implementing models, and using/creating algorithms. Proficiency in pattern recognition and classification and experience with machine learning models desired; Incumbent must possess expert knowledge and experience in project management and application of sound project management principles as reflected in Project Management Professional (PMP) training and certification, specifically: knowledge and experience directly related to initiating, planning, executing, monitoring, controlling, and closing projects that have a state- or system-wide organizational scope.
- Skill in communicating technical information with a variety of individuals and audiences; knowledge of written and oral communication techniques to prepare reports and give presentations used as the basis for key-executive-level management decisions, legislative testimonies, responses to inquiries, reports and other comparable documents; knowledge of visual and oral communication techniques such as the visual display of quantitative information and effective usage of data graphics for communicating with specialist and lay audience, as well as, serve as bureau or agency representative and present findings and deliver briefings, explain, and justify recommendations, and negotiate solutions to disputed recommendations.
- Knowledge of agency program goals and objectives and the relationship with other programs and key functions internal or external to the agency to define requirements, integrate program activities, assess impact, and/or make decision on use of resources.
- Knowledge of interpersonal relationship skills to establish and maintain effective and diplomatic working relations and secure support and cooperation. Person must demonstrate a high degree of professionalism, enthusiasm, and initiative daily. The incumbent must also be a team player who thrives in a high performing work environment.
- Skill and ability to plan, formulate, analyze, evaluate, and/or implement complex program policies and strategies to meet new and novel conditions and improve or overcome shortfalls and deficiencies. Ability to design programs to analyze complicated scenarios. Ability to review and advise on related workflows and processes. Advanced skill in documenting projects progress and providing methods for improving project performance.

The Office of Analytics is a unit that regularly experiences a high volume of work, both on a recurring and ad hoc basis. The office is always working on multiple complex projects at once in support of the DHHS Director's Office, DHHS Divisions, the Governor's Office, the Legislative Counsel Bureau, State Legislators, agency partners, and other local, state, and national stakeholders. Most positions in the office, which is comprised of over 50 professional staff, frequently work on multiple complex projects at once and must often re-evaluate priorities based on shifting agency and stakeholder needs. A successful Chief Biostatistician candidate will be able to thrive in this fast-paced environment, balance multiple high-profile data science projects simultaneously, provide technical leadership, and ensure products produced by the office meet high standards of excellence. Additionally, the incumbent must be an excellent communicator (demonstrating strong listening, questioning, and interpersonal skills) and effectively express ideas and information both verbally and in writing to a wide array of audiences.

**SPECIAL NOTES AND REQUIREMENTS:** Fingerprinting and a background investigation through the FBI and Department of Public Safety are required. The employee is responsible for all applicable fees upon hiring plus additional fees for rolling fingerprints.

**QUALIFICATIONS:** Master's degree from an accredited college or university in mathematics, statistics, biostatistics or a closely related field and at least five years' of professional experience planning and organizing multiple projects related to health statistics, surveillance and analysis of health and/or socioeconomic data, econometrics, or epidemiological studies using various types of statistical software, three years of which must have been in a supervisor or management capacity working with professional staff; OR an equivalent combination of education and experience.

**LOCATION:** The position is located in Carson City, Nevada. Carson City, Nevada's capital, has a population of 55,000 and is in close proximity to Reno, Lake Tahoe and the Sierra Nevada Mountains. Sunshine and recreational opportunities abound including skiing, golfing, biking, off-roading, hiking, fishing, and hunting.

**BENEFITS:** Benefits include medical, dental, life and disability insurance programs; participation in the Public Employees Benefit Program for retirement; 11 paid holidays each year; accrual of t h r e e weeks annual leave and three weeks of sick leave each year.

**TO APPLY:** Please submit a letter of interest, and resume/curriculum vitae which details your experience, responsibilities, the nature, and size of the organization/programs you worked for, and professional references.

Please send submissions to:

[DOHR@dhhs.nv.gov](mailto:DOHR@dhhs.nv.gov)

Subject line: Chief Biostatistician

**SELECTION PROCESS:** Application material will be screened based on the qualifications; those candidates deemed most qualified will be invited to interview. Hiring may occur at any time during the recruitment process.

*The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*