

NORTHERN KENTUCKY HEALTH DEPARTMENT  
JOB POSTING

APRIL 17, 2026

**DATA SPECIALIST [Code: DATAS2]**

Join our mission to improve quality of life in the region by inspiring collaboration, igniting partnerships, and improving outcomes in order to prevent disease, promote wellness, and protect against health threats. The Population Health Division is accepting applications for a full time (40+ hours/week) Data Specialist to work with the Clinical Services Division to oversee and track measures related to clinical data and to perform related duties. This position will be based at our District office in Florence but may travel within our service area, and attend occasional meetings outside our service area.

**Status:** Full-time exempt (paid weekly salary) merit system position  
**Classification:** Data Specialist  
**Band:** 7  
**Starting Pay Rate:** \$26.93/Hour - \$32.43/Hour  
(based on your years of directly related paid experience)  
**Reports To:** Programs Manager  
**Initial Location:** Our District Office in Florence KY  
**Usual Schedule:** Monday-Friday 8:00 a.m. to 5:00 p.m.

**ESSENTIAL FUNCTIONS:**

Essential functions include, but are not limited to:

1. Engage with staff and community partners to collect, clean, process, and organize data.
2. Ensure accuracy and integrity of data, including developing and running analysis and generating reports.
3. Interpret data to identify trends and patterns and interpret findings to provide insights.
4. Create data visualization tools and reports.
5. Develop, design, and maintain databases.
6. Collaborate with internal and external partners to understand data needs and determine data structures and processes.
7. Document data processes, rules, and field utilization to ensure consistency and understanding.
8. Use data management tools to manipulate and manage data, including tracking performance measures.
9. Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

Education: Either of the following:

- Bachelor's degree in Informatics, Epidemiology, Public Health, Biostatistics, Information Systems, or closely related field from an accredited university/college.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Knowledge of:

- Data systems, software applications, data features, data acquisition/collection, analysis, management, quality, storage, and evaluation/application techniques and usage.
- Data analysis, evaluation, and reporting tools and protocols.
- Health department policies, procedures, technology, and equipment pertaining to assigned duties.
- Laws, regulations, best practices, and health department policies pertaining to assigned duties and topic areas.
- Policies, practices, technology, and equipment pertaining to data management and analytics.

Skills and Abilities to:

- Synthesize technical information to solve problems.
- Derive insights from complex data and translate these into actionable recommendations and innovative solutions.
- Draw sound conclusions.
- Work both independently and as part of a team.
- Maximize and appropriately use resources.
- Provide excellent customer service.
- Perform with a high degree of accuracy and attention to detail.
- Understand and follow written and oral instruction.
- Perform in an organized and efficient manner.
- Accurately convey information in a culturally competent manner.
- Maintain professional working relationships.
- Prioritize, plan, and organize work activities.
- Maintain an appropriate level of confidentiality.
- Maintain accurate documentation.
- Contribute to a culture of quality.

Other Requirements:

- A valid, active driver's license.
- Reliable transportation.

**TO APPLY:**

Please submit applications using ONLY one of the following ways:

- through Indeed ([www.indeed.com](http://www.indeed.com))
- through NKY Health's website (<https://nkyhealth.org/careers/>)
- by clicking [here](#) if this posting is electronic

We're sorry but to be fair we have to discard paper applications, faxed applications, and emailed applications without considering them.

**For immediate consideration please apply by 4/25/2026.**

If you'd like to wait, we'll accept your application as long as the position is posted on Indeed or on NKY Health's website.

Please reference code DATAS2 on attachments or correspondence. No phone calls please. Selection will be made by interview(s), skills testing, and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – DATAS2

**Please visit our website at [www.nkyhealth.org](http://www.nkyhealth.org) to  
view other opportunities to join our family.**

EEO/M/F/Vets/Disabled/LGBTQ+