

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** DATA AND PROGRAM COORDINATOR **GRADE:** 13

**TITLE ABBREVIATION:** DATA & PROG COORD **TITLE NO.:** 568090

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

**DEPARTMENT** HEALTH **DIVISION:** LEAD RENTAL REGISTRY

**SUPERVISOR'S TITLE:** SENIOR PUBLIC HEALTH SANITARIAN

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the implementation, oversight, and evaluation of the Lead Rental Registry as enacted by New York State. The incumbent is responsible for the oversight of the software system developed by the New York State Department of Health which is used to manage the Rental Registry. This position will be responsible for the Orange County portion of that statewide system. This includes the administration of numerous and complex database functions in support of the multiple phases required of the Rental Registry. The work is performed under the supervision of the Senior Public Health Sanitarian with latitude to exercise independent judgement in routine matters. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Uses an online database to identify property owners required to comply with registration requirements, based on New York State Law PHL 1377. Notify rental property owners of the Rental Registry Requirements. Send and track notices to the non-compliant property owners for failure to register. Elevate non-compliance to supervising Senior Public Health Sanitarian in charge of the Lead Rental Registry Program;
2. Oversees and validates the property registration process and support rental property owners in navigating the software system;
3. Reviews and tracks electronic applications submitted by rental property owners through the software system;
4. Communicates with rental property owners or their agents via the system to correct issues. Support rental property owners in navigating the software system and troubleshooting, as necessary. Provides direction to rental property owners (in collaboration with the Senior Sanitarian) to the appropriate next steps in the process which may include training and/or scheduling of inspection;
5. Tracks, through the online software system, the results of inspections which may be either to issue lead safety certificates or refer failed inspections to the Senior Public Health Sanitarian for reinspection or enforcement;
6. Ensures that the required inspection and remediation activity is recorded and entered into the Registry software;
7. Generates Lead Safety Certificates, when appropriate;
8. Develops and generates regular reports on program progress, compliance rates, compliance time frames, and other metrics as directed by the supervising Senior Sanitarian;

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9. Develops, revises, and maintain all data management policies and procedures with Rental Registry personnel;
10. Coordinates with other childhood lead poisoning and housing data bases as needed;
11. Conducts database and software training as needed;
12. Oversees the timely data entry of all phases of the system. Conduct quality control of data entry for timeliness and accuracy.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the development and implementation of a software database system; knowledge of State Lead laws including the Rental Registry and CLPPP+ programs. Good oral and written communication skills, ability to plan and supervise the work of others, work cooperatively and accurately with public and private organizations and property owners, ability to work independently and in a multicultural environment, organized and detail oriented, strong data competency, understanding of software systems and/or workflow automation tools, physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Bachelor's degree or higher\* in computer science, software engineering, or data science or related field; OR
- (B) Bachelor's degree\* in business or public administration or related field and Two (2) years of experience\*\* in project management, program management/administration, or project coordination.

**\*\*NOTE:** Holding a Microsoft Office Specialist: Excel Associate (Microsoft 365 Apps) Certification approved by the Commissioner of Human Resources shall replace the experience requirement. Current information (1/2025) on such certification can be found at:

<https://learn.microsoft.com/enus/credentials/certifications/mos-excel-associate-m365-apps/?practice-assessment-type=certification>

**\*NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Adopted 4/19/25**