

2023-24 Texas Public Health Fellowship



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Fellowship Description: Williamson County and Cities Health District, Records Information Management Specialist
Fellowship ID#: 2023063

Fellowship Details

Host Site Organization Name: Williamson County and Cities Health District

Host Site Division/Program: Executive Leadership Team

Fellowship Name/Title: Records Information Management Fellowship

Host Site/Fellowship Location: 335 Texas Avenue, Round Rock, TX 78664

Host Site Workplace Setting: Combination of onsite and virtual

Primary Fellowship Topic: Health Policy and Management

Secondary Fellowship Topic:

Sub Disciplines:

Policy Development

Program Management

Public Health Skill Areas:

Policy Development and Program Planning

Data Analytics and Assessment

Choose an item.

Fellowship Overview and Salary

Annual Salary	\$55,840	Percentage of Travel	5%	Benefits eligible?	Yes
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Mission of the Records Information Management Program: This program serves the Executive Leadership/ Board of Health through administrative support.

Fellow projects, responsibilities, and/or deliverables: The Fellow will perform complex records management and records retention work, specific to public health agencies and special districts. Work involves planning and coordinating the agency records management program, including developing policies and system documentation. The Fellow will inventory records, research retention requirements, study needs and processes, prepare lists, analyses, and reports in accordance with agency needs, coordinate the records management scanning operations, and collaborate with multiple Divisions to evaluate, develop, and update file plans and information taxonomy structures to public health and special district requirements.

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Required Applicant Qualifications

(The following qualifications are REQUIRED. Do NOT apply to this position unless you currently meet or plan to meet these requirements by the start of the Fellowship, June 1, 2023.)

Required certification/license:

No requirement

Ability to Speak in Spanish:

No Requirement

Ability to Write in Spanish:

No Requirement

Preferred Educational Qualifications

(The following preferences are guidelines provided by the Host Site. These are NOT requirements. Host Sites prefer that applicants have completed or are currently working toward these.)

Preferred Level of Education: Bachelor's degree

Preferred Training/Courses/Degree:

Records Information Management

Policy Analysis and Development

Preferred Specialized and Technical Skills

(The following skills will be a focus during this particular Fellowship position. If you have or are interested in developing data analysis skills or building technical skills in the software listed below, this could be a good Fellowship position for you.)

Data Analysis Skills:

No Preference

Statistical Software:

No Preference

Skill Level with Statistical Software:

No Preference

Other Software:

Microsoft Office, Microsoft OneDrive, Laserfische