

Harris County
HCPHES
Public Health & Environmental Services

Umair A. Shah, M.D., M.P.H.
Executive Director
2223 West Loop South
Houston, Texas 77027
Tele: (713) 439-6000
Fax: (713) 439-6080

Linda E. Forys, Ed.M., M.C.H.E.S.
Director
Office of Health Education & Promotion
2223 West Loop South
Houston, Texas 77027
Tele: (713) 439-6290
Fax: (713) 439-6319

**WANTED IMMEDIATELY:
Technical Writer With Knowledge of Statistical Analysis**

Harris County Public Health & Environmental Services (HCPHES) is seeking to recruit a temporary contract person to write the Results Section of a report based on the HCPHES Employee Survey. The Results Section should objectively present the key results--without interpretation, in an orderly, logical sequence using both text and illustrative materials (i.e., Tables and Figures). There are approximately 36 questions with sub-questions in the survey, totaling around 70 items that need to be presented.

Must possess the following:

- Ability to organize data and statistical output.
- Thorough knowledge of survey data and analysis, including interpretation of Survey Monkey and STATA output.
- Strong knowledge and interpretation of statistical analysis tests and values (e.g., analysis of variance, p-values, standard errors, Chi square test, multiple comparisons analysis, and proportion comparison analysis).
- Experience writing reports in a clear, consistent fashion and willingness to include considerations and suggestions made by HCPHES Survey Analysis team
- Master's Degree in Public Health or related degree with a Biostatistics emphasis, and/or strong statistical interpretation and report writing background. A graduate MPH student with at least 2 statistical classes with strong statistical interpretation and report writing background will be considered.

Rate: It is estimated that the project will require approximately 40 hours overall to complete service. The maximum contract amount is \$1,000. Payment to be made upon invoices submitted and successful completion of each deliverable.

Deliverables:

1. Meet with HCPHES Team to obtain overview of survey analysis and definitions, access to data results, discuss expectations, confirm communication methods and address any other issues. (\$250)
2. Present organized illustrative material (Tables and Figures) in a clear, consistent manner using APA format. Referencing the illustrative material, provide written text in an easy-to-read format relating key result(s) for each Table or Figure presented in a Word document. 1st draft due 2 weeks after receipt of data to be reviewed and comments provided by HCPHES. (\$250)
3. 2nd draft submitted, reflecting comments and discussions within the agreed upon timeframe with HCPHES. (\$250)
4. Final product submitted, reviewed, and accepted by HCPHES (\$250)

Please email Linda Forys (lforys@hcphe.org) for more information. Provide copy of resume and any examples of work for prompt consideration.