



# PRAMS Data Manager

Augusta, Maine, United States | Administrative & Office Support | Full-time

**Apply by: March 10, 2023**

Department of Health and Human Services (DHHS)

Office Associate II

Job Class Code: 6542

Grade: 13 (Admin)

Salary: \$15.85 - \$21.93/ HR

**\*New State of Maine Employees begin at \$15.85/hour**

Position Number: 02000-1783

**Position Location: This is a full-time position located in Augusta. This opportunity allows partial telework with management approval.**

Do you want to help make a difference in maternal and infant health in Maine? Are you interested in public health or data? The Maine Center for Disease Control and Prevention's (CDC) Data, Research, and Vital Statistics (DRVS) office is looking for an Office Associate II to provide support for the Pregnancy Risk Assessment Monitoring System (PRAMS). PRAMS is a population health surveillance system that surveys people who recently gave birth and collects data on health experiences around the time of pregnancy. The data is used to support Maine CDC and DHHS programs, public health strategies and initiatives across the state, and emerging public health concerns. For more information, visit: <https://www.maine.gov/dhhs/prams>

This position handles the day-to-day operations of PRAMS. ***Core Responsibilities include:***

- Handling the mail data collection activities associated with the survey and ensuring the data collection activity timeframes are adhered to
- On a case-by-case basis, assisting the PRAMS contracted vendor (Kent State University) with phone data collection activities
- Entering data for the returned mailed surveys
- Tracking operational activities, outcomes, and response rates
- Completing all training requirements for Human Subjects Training
- Managing and updating all participant information in the electronic data collection system (PIDS)
- Mailing thank you gifts to participants who complete the survey
- Working collaboratively with the Program Coordinator to ensure program success

External candidates start at Step 1 of the pay range with the option to negotiate salary based on experience.

**For more information and to apply:**  
**<https://www.maine.gov/dhhs/about/careers-at-dhhs>**