

2025-26 Texas Public Health Fellowship



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Fellowship Name: Fiscal Compliance Fellowship

Fellowship Details

Host Site Organization Name: Texas Department of State Health Services

Host Site Division/Program: Senior Compliance and Accountability Office, Fiscal Support and Oversight

Host Site/Fellowship Location: 1100 West 49th Street, Austin, Texas

Host Site Workplace Setting: Combination of onsite and virtual

Workplace Setting Description: Our team works with a hybrid telework/in-office environment that utilizes primarily MS Teams to stay connected with other team members in chats and video calls or meetings.

Public Health Core Disciplines: Health Policy and Management

Primary Fellowship Focus/Topics: Policy Development Financial Management

Fellowship Overview

Host Site Mission

The Fiscal Support and Oversight (FSO) team provides oversight of DSHS funds and financial technical assistance to internal and external stakeholders.

Fellowship Projects

The fellow will develop and deliver presentations on various public health financial topics pertaining to individuals and groups; organize and update training and reference materials with recommendations of updates to the FSO website; and work to establish sustainable partnerships in the Agency and community.

Fellowship Deliverables

Deliverables include summary reports on research topics, a PowerPoint presentation for one of FSO's quarterly meetings, and a spreadsheet with the results of their data analysis.

Fellowship Activities/Responsibilities

The fellow will perform policy and data analysis to support FSO performance metrics and monitoring plans. The work includes analysis of contract data and financial records. Data analysis tasks such as summarizing contract information in pivot tables and filtering according to desired parameters. Educational materials will be created and modified by the fellow allowing them to learn how to produce documents and materials intended for diverse audiences, including those without extensive financial backgrounds.

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Salary and Benefits

Annual Salary: Tier 1, \$46,000

All fellows will be eligible for DSHS employee [benefits](#) including [health insurance](#) and leave.

Travel

Percent Travel: 5%

Travel Description: There is the potential for travel with other team members to training or to observe and assist with visits to grantee locations.

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, 2025.)

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 Specialized and Technical Skills

(The following skills will be a focus during this 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:

Somewhat Skilled: has done Data Analysis in coursework, but not applied Data Analysis in the real world

Statistical Software Skills:

Somewhat proficient: has some experience using the software, but needs guidance or more training

Statistical Software:

Excel, Power BI

Other Software:

No preferences