

PUBLIC HEALTH INFORMATION SYSTEMS COORDINATOR

GENERAL STATEMENT OF DUTIES: Performs highly responsible professional tasks that encompass studies and recommendations for computer data related objectives which may include joint planning, organization, project management, implementation, ongoing operation and maintenance of public health related databases, web applications and information systems with other levels and agencies of government and private sector entities. Assists with project management with developers and vendors; Assists with reporting to funding agencies; Assists with preparation of computer related grant proposals; Assists in the coordination of resultant programs; Works under direct supervision; Performs related duties as required.

STATEMENT OF TASKS:

Conducts studies relevant to databases, web applications with regard to related objectives and recommends appropriate business procedures and policies and software development to achieve objectives.

Implements and coordinates resulting recommendations including installation and configuration of appropriate software.

Performs required administration and software maintenance on systems that include special purpose multiple agency public health systems.

Coordinates the efforts of subordinates and/or multiple community/non-community agencies to achieve objectives, including software development vendors and health information exchange entities.

Confers with other professionals, educational personnel, lay groups, news media and public officials to facilitate the understanding and implementation of related public health information technology, new standards and government requirements and public health programs.

Assists in the development of training programs;

Conducts training for system users;

Provides software support for users of the system;

Manages outstanding task list, deadlines and testing with software development vendors.

Assures compliance with computer and data security elements of business associates agreements signed by the department;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of and ability to utilize desktop, laptop, tablet, mobile, web-based computer systems and operating systems.

Knowledge of Health Insurance Portability and Accountability Act (HIPAA);

Knowledge of Health Information Technology for Economic and Clinical Health (HITECH) Act;

Knowledge of national standards for the privacy of protected health information, the security of electronic protected health information, and firewalls;

Some knowledge of grant preparation;

Knowledge of and the ability to work with computer networks, cloud networking and servers

Some knowledge of public health standards, such as HL7, ICD-10, EMR's, Meaningful Use

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Ability to plan, organize and work with software development vendors for new programs
Ability to work with employees, officials of other agencies, differing levels of government and the general public;
Knowledge of public health programs, related community agencies and services;
Ability to be effective in both oral and written communications;
Ability to attend work regularly and work under stressful conditions;
Ability to manage projects, facilitate communication and coordination between Health Department employees, supervisors and software developers.

MINIMUM QUALIFICATIONS

Bachelor's degree with at least 16 course hours in computer science. At least three (3) years of experience in the support, training, maintenance and operation of business based application software and project management.

-OR-

Associates degree and five (5) years of experience in the support, training, maintenance of web-based or intranet operations of business based application software and project management.

-OR-

Certification in any database management system (DBMS) or relational database management system (RDBMS) for example Oracle, C, C++, Microsoft SQL, My SQL, Sybase DB, Informix, Microsoft Access, FoxPro, dBase, InterSystems Cache and five (5) years of experience in application database administration (DBA) with implementation, support, training, maintenance and operation of business based application software and project management.

Experience with a public health or clinical data systems will be given preference.

SPECIAL REQUIREMENTS:

Must have a vehicle available during working hours.



Human Resources Director

Established: December 18, 1996

Revised: June 13, 1997

Revised: September 2, 1998

Revised: January 29, 2014

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