LINN COUNTY CLASSIFICATION

TITLE: **HEALTH INFORMATICS ANALYST**
NUMBER: **092**   **APPROVAL ORDER NUMBER: 2023-106**
PAY RANGE: 21   **DATE: APRIL 4, 2023**
CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Implement, maintain and enhance department operational systems by providing both technical and functional support in coordination with vendors, contractors and staff. Utilize knowledge of department's services for data organization and presentation in order to produce useful information for planning, operating, monitoring and evaluation of department activities.

SUPERVISION RECEIVED: Works under the general direction of the Compliance & Privacy Officer. The employee is responsible for carrying out tasks with minimal supervision.

SUPERVISION EXERCISED: Supervision of other employees is not a principal responsibility of a person in this classification. A person in this classification will work in close coordination with other staff and will provide training and technical assistance.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Lead for evaluation, recommendation, implementation, coordination and continuous effective operation of the Department of Health Services' operational systems, tools and technologies.

2. Acquire detailed knowledge of service functions and have ability to translate departmental business needs into programming requirements and work with software vendors to meet those requirements.

3. Design and produce forms and reports to record, organize and extract information from the department's computer system.

4. Identify, design and implement software enhancements.

5. Develop user procedures and conduct training for departmental staff.

6. Prepare and implement schedule for downtime, backups, billings, hardware and software enhancements, etc.

7. Control and monitor security on computer system.

8. Manage database systems to ensure high levels of data availability and integrity; support production database to maximize efficient operation, security and reliability.

9.   Use expertise in one or more programming languages to perform database maintenance, importing and exporting, data, modifying data and creating and analyzing reports.

10.   Act as department's liaison to other county departments, local governments, State agencies, software vendors, contractors and others involved with development, utilization or maintenance of the department's computer system.

11.   Develop and maintain effective, harmonious and reasonable work relationships with others.

12.   Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources.   Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of computer technology. Considerable knowledge of principles and techniques for data collection, data processing, relational database systems, SQL query language and at least one other major programming language in common use. Knowledge of computer programming techniques, systems analysis and software design principles, practices and methods. Skill in organizing facts and data to present findings in a clear and logical manner. Familiarity with the functions and operations of County government, as well as, with healthcare, including HIPAA privacy and security rules and healthcare functions. Ability to effectively communicate, both orally and in writing, with both technical and non-technical staff. Ability to establish and maintain harmonious working relationships.

EXPERIENCE, EDUCATION AND TRAINING: A Bachelor's Degree in computer related discipline, public heath, health informatics, health administration, health communication or a related field from an accredited institution and three years' experience with assessment, implementation, administration and/or maintenance of healthcare related technologies, including specific knowledge of Electronic Health Record software (EHR/EMR) is required. Three years' experience with qualitative or quantitative data collection and analysis, HL7 standards, healthcare data sources, concepts and metrics, working within a health center or clinical setting, including medical terminology and workflows is preferred or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

<u>NECESSARY SPECIAL QUALIFICATIONS</u>: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

<u>PHYSICAL DEMANDS AND WORK ENVIRONMENT</u>: Work is generally performed indoors in multiple offices or clinic settings. Work requirements include the ability to see, talk and hear; sit, stand, walk, bend and stoop; use hands to finger, handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.