



HEALTH INFORMATICS COORDINATOR

SCOPE OF WORK:

Work involves the design, implementation, enhancement and maintenance of information systems that support health programs. This includes systems and/or registries for electronic data collection for disease surveillance, immunization records and other health programs.

DUTIES PERFORMED AT ALL LEVELS:

- Provide technical assistance to agency staff to ensure information systems support the information needs of the agency and statewide public health programs.
- Use information system(s) and data sources to evaluate public health program and population-based performance, evaluations and outcome measures.
- Provide information and determine the most effective way of meeting the informatics needs of management, staff, clients, or customers.
- Assist with the documentation, development and enhancement of health informatics, business processes and workflow analysis.
- Participate in and coordinate ongoing information system application testing, implementation, maintenance, and evaluation.
- Analyze, summarize and/or review data to include ensuring accuracy, optimizing data collection, report findings, interpreting results, and making recommendations.
- Work with vendors, Information Technology professionals, and public health program staff to develop system requirements for health information systems.
- Maintain knowledge base on data standards and provide technical expertise to internal and external partners on the electronic exchange of health information; troubleshoot problems reported by information system users.
- Provide or arrange for technical assistance and/or training for system users, supervisors, and directors.
- Ensure consistency with national standards and certification initiatives to achieve interoperability.
- Implement solutions that ensure confidentiality, security and integrity while maximizing availability of information for public health to include creating accessible reports for stakeholders.
- Provide recommendations on information system requirements and procurement.
- Assist in the preparation of grant applications and reports

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

HEALTH INFORMATICS COORDINATOR I

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GRADE K

LEVEL DEFINITION:

Work at this level involves assisting with the design, testing, and implementation of health information systems and programs. Individuals at this level will operate program-specific information system(s) on a day to day basis, including responsibilities related to data quality, data maintenance and archiving, analysis, documentation and reporting.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Bachelor's degree in public health, health informatics, community health, natural science, social sciences, information technology, information systems, computer science, statistics, or other closely related field and two years of experience working with health related data or health data systems. A master's degree in public health, health informatics, statistics, computer science or other related field may substitute for one year of the work experience requirement.

HEALTH INFORMATICS COORDINATOR II

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GRADE L

LEVEL DEFINITION:

Work at this level involves managing a large information system and includes supervision of professional-level staff and budget management.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Manage budgets and contracts for information systems.
- Prepare and submit grant applications and reports.
- Provide direction and supervision of professional level health informatics staff.
- Provide project management, as needed, to support various system improvements and development.
- Provide final approval on changes made to information systems.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public health, health informatics, community health, natural science, social sciences, information technology, information systems, computer science, statistics, or other closely related field and four years of experience working with health related data or health data systems. A master's degree in public health, health informatics, statistics, computer science or other related field may substitute for one year of the work experience requirement.

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