



WORKING TITLE: ELECTRONIC HEALTH RECORD SYSTEMS ANALYST	CLASSIFICATION: ELECTRONIC HEALTH RECORD SYSTEMS ANALYST
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: ADMINISTRATION
PAY RANGE: OPEU 24	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2016

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs technical work in developing, maintaining, and programming the Health & Human Service (HHS) Department’s Electronic Health Record (EHR) system. Develops a variety of reports for utilization management and data analysis. Work involves analysis of work systems and processes and conferring with user departments during software development and maintenance. Utilizes SQL tools to manage, create tables, and analyze SQL databases and maintains other existing programs.

Employees at this level must be trained in the procedures and methodologies using in managing the HHS department and demonstrate the capacity to fully understand the workflow, data, and budget needs for various programs. Employees may also perform special projects as assigned by manager.

SUPERVISION RECEIVED:

Works under the direct supervision of the HHS Administrative Manager.

SUPERVISION EXERCISED:

May provide supervision to HHS EHR staff and other HHS staff that involves job assignments, delegation, and training including oversight of other positions where HHS staff are using MMIS, HHS EHR, database applications, or other management information systems required for HHS operations.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Analyzes processes and procedures to determine an effective approach to Electronic Health Record programming and/or recommendation of systems development.
- Develops specifications for design and development/implementation of software applications in a client/server environment.
- Prototypes the application and associated business processes.
- Facilitates use of EHR system for creating business efficiencies.

- Tests, modifies, and updates applications, systems, and programs.
- Provides in-service training programs for other professional persons or facility staff and documentation as needed.
- Participates in and/or leads team/program staff and business meetings as scheduled.
- Generates utilization management reports and analyzes data in collaboration with the Utilization Management Team to monitor compliance:
 - Works with staff to identify data requirements and needs.
 - Coordinates data input and output activities.
 - Develops reports and queries for other staff to generate on a regular basis.
- Performs EHR system administration:
 - Performs MySQL maintenance utilities.
 - Monitors system performance.
 - Records all system modifications and events in appropriate log.
 - Manages table content for integrity.
- Performs other related work as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- HHS Electronic Health Record operating system.
- Operation of computers, related peripheral equipment, or comparable computer systems.
- Programming languages currently used by HHS.
- Workflow charting and principles and techniques of system documentation.
- Physical and behavioral health billing practices.\

SKILL IN:

- Establishing priorities in work programs.
- Communicating effectively, both orally and in writing.
- Operating computers, related peripheral equipment, and associated software.
- Assess the EHR and data reporting needs of the HHS department.

ABILITY TO:

- Analyze procedural operations and to organize their component parts into a logical system.
 - Solve complex problems using various computer applications.
 - Analyze various operations of the HHS department and work to facilitate/create efficient workflows.
 - Address and solve organizational problems of a complex nature; effectively escalating significant problems or policy issues to management.
 - Execute, develop, and coordinate the HHS functions of the MIS/Billing system.
 - Communicate to HHS managers and supervisors regarding staff effectiveness in meeting service requirements and productivity targets.
 - Understand and execute a variety of written and oral programming instructions.
 - Analyze facts and adopt an effective course of action.
- Analyze and integrate external systems and procedures.

- Modify instructions in programming EHR languages currently in use by HHS.
 - Write, test, and de-bug programs.
- Use technology to distill large amounts of data into understandable reports.
 - Develop and work in complex spreadsheets, databases, and other computer applications.
 - Analyze service data and generate reports for HHS staff.
- Develop and work in Department EHR databases and other computer applications.
- Exercise independent judgment and provide routine oversight and delegation of other positions.
- Establish priorities in work programs and to reason and think logically.
- Work collaboratively with staff, consumers, other agencies and managers.
- Establish and maintain effective working relationships with co-workers, supervisors, and user departments.
- Work in team environment.
- Effectively give objective feedback to staff in both higher and lower classifications.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Two (2) to ten (10) years' experience in application of computer functions and/or two (2) to ten (10) years' experience in appropriate languages, or successful completion of an appropriate computer course are required. Any satisfactory equivalent combination of experience, education, and training which ensures the ability to perform the work will be considered.

Must not be excluded from participation in federal healthcare or federally funded programs that provide health benefits and must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806-070.

Must not be excluded from participation in federal healthcare or federally funded programs that provide health benefits and must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.