

PUEBLO COMMUNITY HEALTH CENTER

Job Description

Created: 3/2006

Reviewed: 3/2007, 2/2008, 3/2009, 3/2010

Reviewed/Revised: 4/2011, 10/2011

Title:

IT Data Specialist

Job Summary:

Responsible for maintenance of data within practice management system and ancillary databases (PECS, CareWare, etc.) Responsible for delivery of information, data, and technical support to database users. Develop training plans and materials for user access to system data. Audit and evaluate data entry and information processing functions to ensure accuracy and identify training needs, provide user feedback and assistance where necessary. Provide user support through problem analysis, diagnosis and resolution. Develop, generate and prepare required reports. Maintain internal website. Plan and organize daily operation of data entry function within MIS.

Reports to:

Chief Operations Officer

Supervision Exercised:

None

Education/Experience/License/Certification:

1. Bachelor's Degree in Computer Information Systems or related field.
2. Two years experience in working with relational databases.
3. Valid driver's license and auto insurance as required by law.

Knowledge/Skills/Abilities:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Essential to have ability to understand verbal information/instruction, to exchange verbal information with others and ability to present information/instruction verbally.
2. Essential to have ability to read and understand written materials and ability to compose information/instruction in written form.

Knowledge/Skills/Abilities (Cont'd):

3. Essential to be able to memorize, reason mathematically, to have analytical and problem solving skills.
4. Competency in Windows Operating systems (server and workstation) and Microsoft Office.
5. Strong working knowledge of relational databases and query language.
6. Strong understanding of websites and their development and maintenance.
7. Working knowledge of computer hardware, operating systems, and applications.
8. Effective written and oral communication.
9. Good interpersonal and customer service skill.
10. Well-organized and able to work well with non-technical staff.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensure the functions and activities of this department and embrace the philosophy, mission, and values of the Board of Directors of Pueblo Community Health Center, Inc.
2. Adhere to the guidelines and procedures of Pueblo Community Health Center, Inc.
3. Responsible for all custom-created (SQL, etc.) computer-generated reports as requested.
4. Prepare and submit quarterly CICP billing file.
5. Responsible for daily backups, file maintenance and maintaining database.
6. Provide staff training on database access and report development.
7. Establish policies/procedures for database management, security, maintenance, and utilization.
8. Perform database planning and the design of the basic structure of the database.
9. Confer with appropriate managers regarding problems with and capabilities of databases.
10. Conduct analyses and prepares reports on progress, work trends, and problems.
11. Coordinate activities related to day-to-day maintenance: backups, installations and upgrades.
12. Provide technical assistance for projects with other organizations as required.
13. Receive feedback from internal website users, make recommendations, monitor usage, report statistics.
14. Participate in planning for future growth and changes in technology.
15. Assist in troubleshooting network issues, and contacting vendor if necessary.
16. Assist in maintaining Windows Operating System on all servers/workstations.
17. Assist in resolving trouble tickets; act as backup to Help Desk Technician.
18. Perform other tasks as assigned by the Chief Operations Officer.

The above duties are not all inclusive and are not intended to limit or define the duties that may be assigned.

Physical Demands:

The physical demands described here are representative of those that are typically required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The employee frequently communicates with employees and the public while performing other routine office tasks and must be able to exchange accurate information.
2. The employee frequently retrieves and disseminates information using written materials and computers.
3. The employee frequently observes, receives and otherwise obtains information from all relevant sources and identifies information by categorizing, recognizing differences or similarities, and detecting changes in circumstances or events.
4. The employee frequently analyzes information and evaluates results to choose the best solution and solve problems.
5. The employee frequently operates computers and other office productivity equipment.
6. The employee frequently remains in a stationary position while performing routine office tasks.
7. The employee occasionally moves about the office; and positions self while performing routine office duties such as accessing files and operating equipment.
8. The employee occasionally moves or positions objects weighing up to 25 pounds while performing routine office duties such as opening file drawers, moving files, moving a laptop computer, etc.

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Most work is performed in an office environment with quiet to moderate noise level.
2. This job has an O.S.H.A. classification of Category 3. Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care, first aid, or to be potentially exposed to blood born pathogens in some other way.
3. Job offer contingent on being free of active tuberculosis. This job requires yearly tuberculosis testing.
4. This position will be provided with the opportunity for yearly influenza vaccinations.
5. This position will be provided with the opportunity for a MMR2 vaccination if the employee's date of birth is after 1956.