Job Title: Information System Analyst 2  
Reference#: 055680  
Final Filing Date: 05/13/2019

Position Information
Salary Range $22.80 to $46.65  
Salary Frequency Hourly  
No. of Positions 1  
Appointment Type Career  
Percentage of Time 100%  
Shift Hour 08 Hours  
Location CDPH - Sacramento  
City Sacramento  
Union Representation No  
Benefits Eligible Yes

THIS IS A CAREER POSITION and is located in Sacramento, CA. This position supports the mission of the Communicable Disease and Emergency Response Branch (DCDC) within the California Department of Public Health. This role supports the mission of the Communicable Disease Emergency Response Program (CDER) contract to support statewide disease surveillance and prevention. The CDER contract develops public health action and emergency response plans and recommendations in partnership with the Division of Communicable Disease Control Center for Infectious Disease (DCDC-CID) within the California Department of Public Health (CDPH).

Under the supervision of UC Davis, and the general direction of the Chief of the CalREDIE Surveillance Section of CDPH, the Information System Analyst 2 is responsible for programming system interfaces based on real time HL7 transactions using the Rhapsody® Integration Engine. Additionally, the Information System Analyst 2 participates in successful integration of interfaces, including risk analysis, testing, monitoring, and evaluation of the anticipated outcomes.

Please apply online using reference #055680 at: https://careers.ucdmc.ucdavis.edu/psp/extapp1/EMPLOYEE/HRMS/c/ROLE_APPLICANT.ER_APPLICANT_HOME.GBL?NAVSTACK=Clear&FolderPath=PORTAL_ROOT_OBJECT_HC_ER_APPLICANT_HOME_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2clsFolder  
Direct Link to job posting reference #055680
UNIVERSITY OF CALIFORNIA, DAVIS
HEALTH SYSTEM
POSITION DESCRIPTION

A position description is used for recruiting, selecting, training, and evaluating employees, and for determining the correct classification of a position. It is maintained as an official record of the duties assigned to a position.

SECTION 1: DEMOGRAPHIC INFORMATION

Cost Center: SMEPM  Position Control Number (PCN):

Name:

Current Payroll Title: Info Systems Analyst 2 (TC 7308)

Department, Work Location, Work Phone #: Department of Public Health Sciences, 1616 Capitol Avenue, Sacramento, CA, Phone: TBD

Supervisor’s Name, Payroll Title, Phone #: Annette Davis, Analyst IV, Supervisor 530-752-8298

Department Head’s Name, Payroll Title, Phone #: Nicole Sainz, Chief Administrative Officer, 530-754-9659

SECTION 2: BRIEF DESCRIPTION

Briefly describe the role of this position within the department:

THIS IS A CAREER POSITION and is located in Sacramento, CA. The position reports to the Center for Occupational and Environmental Health (COEH) in the Department of Public Health Sciences. The core activities of the COEH are to educate future leaders in occupational and environmental health, develop new knowledge, and bring the resources of the University of California to people affected by health hazards in their workplaces or communities. The Department of Public Health Sciences is a large complex teaching, research and clinical department in the UC Davis School of Medicine. This position supports the mission of the Communicable Disease and Emergency Response Branch (DCDC) within the California Department of Public Health. This role supports the mission of the Communicable Disease Emergency Response Program (CDER) contract to support statewide disease surveillance and prevention. The CDER contract develops public health action and emergency response plans and recommendations in partnership with the Division of Communicable Disease Control – Center for Infectious Disease (DCDC-CID) within the California Department of Public Health (CDPH).

Under the supervision of UC Davis, and the general direction of the Chief of the CalREDIE Surveillance Section of CDPH, the incumbent will be responsible for programming system interfaces based on real time HL7 transactions using the Rhapsody Integration Engine. Participates in successful integration of interfaces, including risk analysis, testing, monitoring, and evaluation of the anticipated outcomes. The ideal candidate shall have the following abilities: to monitor the performance of integration tools, logs, databases, connections and resource usage to analyze and troubleshoot interface problems using on-line integration tools and utilities. Additional abilities needed are to successfully apply modifications to existing interfaces to enhance functionality, develop, test and implement changes according to formal change management procedures. This role will ensure test and training environments will sustain a high level of synchronization and integrity within the production of (live) environments.

SECTION 3: SPECIAL CONDITIONS OF EMPLOYMENT

Does this position have responsibility for handling money?  X No  ☐ Yes (If yes, fingerprinting is required)

List license(s) and/or certification(s) that are required by law or University policy:

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Describe other special conditions of employment that apply to this position:
This position is contingent upon successful completion of background investigation including criminal history and identity check. Located in the Sacramento office of CDPH. Occasional overtime. Valid California Driver’s License required or the ability to utilize alternative transportation.

SECTION 4: SIGNATURES

EMPLOYEE
I have read this position description and understand its contents.

_____________________________________________________ ________________
Name       Date

IMMEDIATE SUPERVISOR AND DEPARTMENT HEAD
This position description accurately describes the essential duties assigned to this position.

_____________________________ ______________________
Immediate Supervisor Name     Date

_____________________________ ______________________
Department Head Name     Date

SECTION 5: ESSENTIAL FUNCTIONS

Describe the four to eight essential functions of this position. List the functions in descending order of importance. Using percentages of not less than 5%, assign a percentage that roughly approximates the amount of time spent performing each function. The total percentage of time must add up to 100%, whether the position is full-time or part-time.

For each function, describe the specific duties or tasks that are performed.

Function A Title:   Technical Support and Maintenance    % of Time: 40

Duties:
• Provide operational support for bidirectional and unidirectional information exchange interfaces needed to support CalREDIE electronic case reporting (eCR) and other information exchange projects; including implementation support and production issue resolution
• Responsibility for programming system interfaces based on real time HL7 transactions using the Rhapsody® Integration Engine
• Participates and supports the successful integration of interfaces, including evaluation of project needs, risk analysis, testing, monitoring, and potential security issues
• Monitor the performance of integration tools, logs, databases, connections and disk usage
• Successfully apply modifications to existing interfaces to enhance functionality or improve integrity

Function B Title:   Technical and Functional Analysis    % of Time: 40

Duties:
• Work with electronic health records (EHRs), health information exchanges (HIEs) and laboratory systems on interface solutions that meet project specifications, mission critical deadlines, and high availability requirements for public health systems
• Helps develop, design, implement and document basic interfaces to pass data securely between systems
• Complete analysis, design, development, testing and implementation of new bi-directional interfaces
• Maintain accurate, complete integration documentation for data flows, connectivity specifications, routing, filtering, data manipulation, problem resolution, and root cause analysis and change control
• Act as a liaison between vendors and business owners for developing and/or modifying interface specifications, and creating integrated workflows for systems

Function C Title:   Project Management     % of Time: 20

Duties:
• Help support multiple, concurrent Systems Integration projects simultaneously
• Work collaboratively with Systems Integration management and other departmental leadership to ensure coordination of procurement, resources, schedules, and project scope
• Assist with project plan development, scheduling project status meetings at appropriate levels, communicate project status, issues, and risks to management on a consistent basis
• Communicate effectively with project stakeholders, users, analysts, and other project teams
• Plan and execute successful, organized presentations to colleagues and customers. Present effectively to multiple levels of management, including senior staff
• Assists with implementation of changes in development, maintenance, systems standards required project documentation including business requirements, technical specifications, testing requirements, and operational support
• Assist with the evaluation, analysis, building, testing, communication, and migration of changes or enhancements into production using established change management processes
• Must be self-directed and able to work autonomously in a professional and productive manner

Function C Title:   Core Performance Standard     % of Time: At All Times

Revised March 2014
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HEALTH SYSTEM
POSITION DESCRIPTION
All employees are expected to provide quality customer service by acting courteously, professionally, and ethically in all circumstances. All staff is expected to demonstrate quality service, reliability, accountability, and to develop and maintain positive working relationships with team members and customers alike. All employees are expected to abide by work rules, accept constructive criticism, and maintain cordial, effective professional working relationships with all those contacted during the course of the work. All staff is expected to integrate technology, open to new organizational structures and adapt to change comfortably.

SECTION 6: SKILLS, KNOWLEDGE AND ABILITIES
List in descending order of importance, the skills, knowledge and abilities necessary for successful performance of the essential functions of this position.

- Experience with system development methods used for the development of new systems and enhancements to existing information systems
- Hands on technical experience with Orion Health Rhapsody® Integration Engine technology in health related environment is desired
- Experience with the ONC technical standards for certification of EHR technology (CEHRT)
- Experience with Orion Health Rhapsody® Integration Engine administration, including application of updates and patches
- Experience with both common and emerging interoperability standards such as Health Level Seven International (HL7) V2.x, V3, IHE profile, Clinical Document Architecture (CDA) and Fast Healthcare Interoperability Resources (FHIR)
- Experience implementing solutions based on Federal Implementation Guides
- Experience in public health field highly desirable
- Excellent client engagement skills, including strong interpersonal skills utilized to mediate among stakeholder groups and individuals to resolve conflicts and disagreements.
- Excellent verbal and written communication skills, including demonstrated skill in technical communications to a diverse group of stakeholders, including non-technical audiences
- Organization and detail-oriented skills to be flexible and comfortable working in a dynamic environment
- Strong knowledge of real-time interface spooling, archiving, traces, connectivity, client/server configuration, pseudo connections, routing, and error exception handling will be an added plus
- Knowledge and understanding of the fundamentals of IT network, operations and project management concepts and practices, including IT concepts and basic operating principles of healthcare information systems, along with data standards
- Knowledge of encryption standards and technology, strong secure data exchange background, and expertise with secure exchange protocols (e.g. HTTPS, SSL, SFTP, Direct Secure Messaging, etc.)
- Knowledge of the health care vocabularies of LOINC, SNOMED, and RxNorm, or substantially similar equivalents
- Knowledge and understanding of the ONC technical standards for certification of EHR technology (CEHRT)
- Ability to effectively pull together cross-functional resources to deliver quality results promptly and beyond customer expectations
- Ability to define problems, determine conclusions and recommend solutions

SECTION 7: POSITIONS SUPERVISED BY THIS POSITION

<table>
<thead>
<tr>
<th>Payroll Title</th>
<th># FTE</th>
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SECTION 8: EMPLOYEE RESPONSIBILITY FOR CONFIDENTIALITY
Each UCDHS employee is responsible for adhering to the following requirements pertaining to confidentiality. California law and University policy prohibit the unauthorized disclosure of any information regarding a patient’s medical history, mental or physical condition, or treatment, without the express authorization of the patient or the patient’s legal representative. The unauthorized or improper disclosure of confidential work related information obtained from any source on any work-related matter is a violation of University policy. A breach of confidentiality may result in corrective action up to and including termination from employment. Improper or unauthorized disclosure of confidential information includes, but is not limited to, patient medical information, financial information, and personnel data.

SECTION 9: EMPLOYEE RESPONSIBILITY FOR PATIENT ASSESSMENT, TREATMENT, OR CARE
If this position has some responsibility for the assessment, treatment, or care of patients, check the age groups of those patients served.

- [ ] Infants (0 – 12 months)
- [ ] Children (12 months – 15-1/2 years)
- [ ] Adolescents (9 years – 18 years)
- [ ] Adults (18 years and older)
- [ ] Geriatrics (65 years and older)

SECTION 10: UCDHS AFFIRMATIVE ACTION PROGRAM
All supervisors and managers are responsible for actively supporting and implementing the UCD/UCDHS Affirmative Action Program by demonstrating efforts to diversify staff in all selection and promotional opportunities; communicating program objectives to staff;
establishing and maintaining a bias-free work environment; and providing opportunities for staff to obtain further training and expertise which will enhance the likelihood of upward mobility.

Non-supervisory staff are also responsible for demonstrating their commitment to the Affirmative Action Program. A measure of this commitment is gaining knowledge and increasing sensitivity to the program itself and participating in activities which support the total diversity and affirmative action goals of UCDHS.

This position’s responsibility to the Affirmative Action Program is:

All employees in the Department of Public Health Sciences are responsible for modeling the values and behaviors described in the UC Davis, Principles of Community, and for advancing a “model employer” work environment. Employees build collaborative relationships with staff at all levels of the organization. Must possess strong interpersonal communication skills to clearly, effectively, and professionally interact with individuals of varying ages, cultural backgrounds, and perspectives. Must possess awareness of own “style” and impact on others; listen, observe, and ask questions to understand and appreciate diverse perspectives, interests, and underlying needs of others. Must ensure non-discrimination in all areas of daily work.

SECTION 11: EFFECTIVE COMMUNICATION

Effective communication is essential in the Health System environment. Each employee shall develop and foster open lines of communication both within her/his department and throughout the Health System as deemed appropriate and necessary.

This position’s responsibility to promoting effective communication is:

Adhere to the Principles of Community. Develop and foster open lines of communication within the Department of Public Health Sciences, throughout UCDH and UC campuses, and among local, national, and international constituent groups.

Excellent verbal and written skills to collaborate with and train others on the program.

SECTION 12: SAFETY

Check below this position’s responsibilities and obligations with regard to workplace health and safety.

☐ Must be familiar with and comply with specific and detailed safety procedures, such as biosafety and confined entry requirements, radiation safety and biosafety protocols, asbestos removal procedures, specifics of Material Safety Data Sheets, etc.

☐ Must be able to appropriately fit and wear personal protective equipment (PPE) such as TB masks, goggles, face shields, gowns, gloves and protective safety equipment such as safety glasses and safety shoes.

☐ Must participate in medical monitoring programs, including film badges, cholinesterase tests, bioassay tests, tuberculosis tests, serum tests, etc.

☐ Must participate in preventive medical programs, including immunizations, medical surveillance, and physical examinations.

All supervisors and managers are responsible for preventing accidents, providing required safety training, observing safety standards and general safety requirements, and ensuring their staff complies with relevant health and safety responsibilities and obligations.

SECTION 13: SMOKE AND TOBACCO-FREE WORK ENVIRONMENT

Improving health and maintaining a healing environment is our top priority and as such, the Health System is committed to a smoke and tobacco-free environment. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited in all outdoor areas surrounding health system facilities and buildings on UC Davis’ Sacramento campus. For most other health system locations, smoking is prohibited indoors and in any outdoor area on UC Davis Health System property, owned or leased. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) is also strictly prohibited inside any vehicle owned, leased or occupied by UC Davis Health System or its employees (regardless of where the vehicle is situated), and in any vehicle parked at a location where smoking is completely prohibited. (UCDHS No Smoking and Tobacco-Free Policy ID: 1628)

All supervisors and managers are responsible for observing these standards and ensuring their staff complies at all times.

PRINCIPLES OF COMMUNITY

The Principles of Community affirm the inherent dignity in all of us, the right of freedom of expression, the responsibility to reject discrimination and the need to build a community of mutual respect and caring. The Principles of Community are stated below:

"The University of California, Davis, is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of the university's affairs requires that every member of the university community acknowledge and practice the following basic principles:

We affirm the inherent dignity in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster mutual understanding among the many parts of our whole.

Revised March 2014
We affirm the right of freedom of expression within our community and affirm our commitment to the highest standards of civility and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect.

We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.

The National Standards for Culturally and Linguistically Appropriate Health Care Services (CLAS) affirms the responsibility of health care workers to provide understandable, effective and respectful care in a manner compatible with a patient’s cultural health beliefs and practices and preferred language. UCDHS supports CLAS and the Principles of Community by recruiting, retaining and promoting a diverse employee population while proudly serving a diverse patient population.

The fourteen CLAS Standards can be reviewed at http://www.ucdmc.ucdavis.edu/hr/hrdepts/eod/clas_1_14.html.