# JOB DESCRIPTION

Position:     Technology and Data Support Analyst
Department:  CC-CDC
Reports to:   Grant Program Director

## GENERAL PURPOSE:

The Technology and Data Support Analyst is responsible for maintaining the integrity of all Health Information's systems and networks related to the DHHS grant within established policies, procedures, and protocols.

## MAIN RESPONSIBILITIES & DUTIES:

1) Provides advanced informatics analysis skills to plan, manage, problem solve, and mitigate risk in all technology areas supporting the administration of the DHHS grant
2) Works closely with grant staff, Clinton College staff, grant partners and any other identified supporters of the DHHS grant to understand/communicate all aspects of data management and data integrity.
3) Provides assistance with workflow analysis and redesigns ensuring system's functionality is optimized.
4) Maintains data files and monitors system configurations to ensure data integrity.
5) Assists and trains users with applications.
6) Works with outside vendors for designs, upgrades, and repairs.
7) Other duties as assigned by supervisor.

## QUALITIES & CHARACTERISTICS:

1) Maintains a professional relationship and positive attitude with co-workers, the public, patients and all CC-CDC and college staff.
2) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions
3) Strives to learn more and is receptive to learning different ways of doing things
4) Displays enthusiasm towards the work and the mission of CC-CDC and Clinton College.

## PROFESSIONAL KNOWLEDGE, SKILLS & ABLITIES:

1) Two (2) years bachelor's degree in Information Technology preferred or at least five (5) years' experience performing the job duties listed above
2) Excellent communication skills
3) Knowledge of basic office practices and procedures, and numeric/alpha filing systems
4) Basic knowledge of office equipment including computer, telephone, fax, copy machinery, printers and PC application software including MS Office
5) Works as a team member to meet goals and objectives

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## PROFESSIONAL KNOWLEDGE, SKILLS & ABLITIES CONT'D:

6) Effectively follows oral and written directions
7) Maintains confidentiality of all patient's records
8) Communicates effectively in a professional manner in person and on telephone
9) Demonstrate clear knowledge of CC-CDC and Clinton College structure, standards, procedures, and protocols

## COMMUNICATIONS SKILLS:

1) Must have neat and legible handwriting
2) Must be able to interact with patients courteously and calmly
3) Ability to communicate well with the public

## WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

Employees must possess the following physical requirements:

1) May require prolonged sitting or standing
2) Works well with employees and vendors in a generally comfortable environment office.
3) Vision sufficient to read handwritten, typed and computer printed documents throughout the day
4) Speech and hearing sufficient to receive and communicate detailed information clearly by phone and in person
5) Motor skills sufficient to use a variety of handheld tools and to manipulate equipment
6) Must have a high level of manual dexterity
7) Physically able to sit, walk or otherwise stand for long periods of time, including frequent bending, stooping, and stretching. Repetitive hand, arm, and shoulder movements.
8) Ability to lift up to 40 pounds and push up to 100 pounds (on wheels)

EMPLOYEE NAME(PRINT)

EMPLOYEE SIGNATURE

DATE

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