

Job Code: 4409 -- CLIN SYS-APP COORD/ANLY-INTERM

Summary: PROVIDES EXPERTISE FOR MODERATELY COMPLEX CLINICAL APPLICATIONS. FORMULATES AND DEFINES SYSTEM SCOPE THROUGH RESEARCH AND OBJECTIVES WITHIN A DEFINED ENVIRONMENT TO ENSURE SUCCESSFUL IMPLEMENTATION AND SUPPORT OF CLINICAL ENTERPRISE APPLICATIONS. WORKS DIRECTLY WITH INFORMATION TECHNOLOGY PERSONNEL, CLINICAL SUPPORT PERSONNEL, AND OPERATIONAL SUPPORT PERSONNEL TO ANALYZE, INSTALL, CONFIGURE AND MAINTAIN CLINICAL ENTERPRISE APPLICATIONS TO ENSURE BUSINESS NEEDS ARE MET.

Minimum Requirements: BACHELOR'S DEGREE IN COMPUTER SCIENCE, INFORMATION SYSTEMS, HEALTHCARE, BUSINESS, MANAGEMENT OR RELATED FIELD AND THREE (3) YEAR OF RELATED EXPERIENCE OR EQUIVALENT COMBINATION OF EDUCATION OR EXPERIENCE.

Special Skills: KNOWLEDGE OF MODERATELY COMPLEX SOFTWARE APPLICATIONS AND COMPUTER EQUIPMENT. SKILLS IN THE USE OF PERSONAL COMPUTERS AND RELATED SOFTWARE APPLICATIONS. DETAILED ANALYTICAL AND PROBLEM SOLVING SKILLS. STRONG VERBAL AND WRITTEN COMMUNICATION SKILLS. INTERPERSONAL AND CUSTOMER SERVICE SKILLS. ABILITY TO WORK INDEPENDENTLY AND AS A MEMBER OF TEAM. ABILITY TO ENSURE POLICIES, PROCEDURES, AND PROCESSES ARE FOLLOWED AND IMPLEMENTED. ABILITY TO COMMUNICATE TECHNICAL INFORMATION TO NON-TECHNICAL STAFF. ABILITY TO PLAN, IMPLEMENT, TEST, AND TROUBLESHOOT SOFTWARE. ABILITY TO PREPARE REPORTS AND MAINTAIN RECORDS AND DOCUMENTATION.

Duty 1: PROVIDE LEADERSHIP IN RESEARCHING, INSTALLING, IMPLEMENTING, TESTING, DEBUGGING, DOCUMENTING, AND SUPPORTING OF CLINICAL ENTERPRISE APPLICATIONS.

Duty 2: WORKS WITH VENDORS AND TEAM TO FIND THE BEST TECHNICAL MEANS TO PROVIDING ANALYSIS AND SUPPORT OF CLINICAL APPLICATIONS.

Duty 3: RESPONDS TO EMAILS, SERVICE DESK TICKETS, SUPPORT REQUEST AND VOICE MAILS IN TIMELY MANNER IN ORDER TO RESOLVE APPLICATION AND SOFTWARE ISSUES.

Duty 4: WORKS DIRECTLY WITH PROJECT MANAGEMENT STAFF TO IMPLEMENT CUSTOMER REQUIREMENTS AND TO ANALYZE AND RESEARCH NEW CLINICAL APPLICATIONS.

Duty 5: PARTICIPATES IN PROJECT TEAM PLANNING AND SPECIAL PROJECTS AS ASSIGNED BY TEAM LEAD.

Duty 6: DOCUMENTS AND COLLABORATES IN THE DESIGN AND IMPLEMENTING OF NEW APPLICATIONS AND PROCESSES.

Duty 7: PROVIDES CONSULTATIONS, TRAINING, SUPPORT AND TECHNICAL ASSISTANCE TO END-USERS IN ORDER TO IMPROVE AND/OR RESOLVE APPLICATION ISSUES.

Duty 8: SERVES AS A BRIDGE BETWEEN THE CLINICAL APPLICATION TEAM AND THE END-USERS AS AN ADVOCATE FOR THE IMPLEMENTATION OF CLINICAL SYSTEMS THROUGH REGULAR COMMUNICATION.

Duty 9: COLLABORATES WITH THE TECHNICAL DOCUMENTATION SPECIALISTS TO DEVELOP DOCUMENTATION OF CLINICAL SYSTEMS SPECIFICATIONS AND WORK-FLOW PROCESSES.

Duty 10: THE DUTIES LISTED ARE GENERAL IN NATURE AND ARE EXAMPLES OF THE DUTIES AND RESPONSIBILITIES PERFORMED ARE NOT MEANT TO BE CONSTRUED AS EXCLUSIVE AND ALL-INCLUSIVE. MANAGEMENT RETAINS THE RIGHT TO ADD OR CHANGE DUTIES AS REQUIRED.

Physical Demands:

Exposed to Unpleasant Environment:

Occasionally = up to 20%

Handles Dangerous Equipment: Occasionally = up to 20%

Exposed to biohazardous conditions: Occasionally = up to 20%

Works hours beyond regular: Occasionally = up to 20%

Travels to offsite locations: Occasionally = up to 20%

**Activities are subject to significant volume
changes of a seasonal/clinical nature:** None

Work produced is subject to precise measurements: None

Bends: Occasionally = up to 20%

Lifts or carries 10lbs: Occasionally = up to 20%

Lifts or Carries 10-25lbs: Occasionally = up to 20%

Lifts or carries 25-50lbs: Occasionally = up to 20%

Lifts or carries 50-75lbs: No Response

Lifts or carries 75-100lbs: Occasionally = up to 20%

Lifts or carries over 100lbs: None

Climbs: None

Crawls: None

Crouches or stoops: Occasionally = up to 20%

Drives: Occasionally = up to 20%

Kneels: Occasionally = up to 20%

Pushes or pulls: Occasionally = up to 20%

Reaches: Occasionally = up to 20%

Sits: Frequently = from 21% to 50%

Stands: Frequently = from 21% to 50%

Twists: Occasionally = up to 20%

Walks: Frequently = from 21% to 50%