**SERIES PURPOSE**: The purpose of the public health informatics occupation is to develop, plan & manage public health informatics programs & functions to improve population health.

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB CODE</th>
<th>PAY GRADE</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Informatics Administrator</td>
<td>65236</td>
<td>16</td>
<td>2/21/2016</td>
</tr>
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</table>

**CLASS CONCEPT**
The second managerial level class works under administrative direction & requires extensive knowledge of the public health informatics field & management in order to manage one or more public health &/or health informatics programs & supervise assigned staff.
JOB TITLE | Public Health Informatics Administrator
---|---
JOB CODE | 65236
B. U. | EX
EFFECTIVE | 2/21/2016
PAY GRADE | 16

**JOB DUTIES IN ORDER OF IMPORTANCE** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs & manages development of public health informatics programs for Ohio Department of Health; works with executive leadership, staff & program managers to identify & implement goals, objectives & target outcomes for agency-wide & statewide informatics initiatives; prioritizes Health Information Technology (HIT) activities based on available funding, mandates, & relative value; serves as primary liaison to federal agencies, local health departments, other state agencies, health information exchanges & medical providers on public health-related informatics & HIT activities (e.g., Meaningful Use, health information exchange); develops & advances statewide policies & procedures related to public health aspects of HIT; provides input on federal rules & policy making activities for HIT & ensures alignment between state & federal law; plans, recommends & ensures agency-wide consistency with national standards for data collection, storage, & transmission & advocates for technological changes to maintain consistency; supervises staff engaged in informatics research, planning, development, implementation & evaluation.

Directs & manages administrative activities; directs & manages acquisition of funding for Agency-wide informatics initiatives; ensures compliance with professional norms & standards; oversees Agency’s portfolio of data-related information systems (e.g., data warehousing projects, data portals); oversees & coordinates designs of data collection/analysis systems (e.g., content & report formats); & provides high-quality information to stakeholders; directs review & quality management of data related to public health priorities & research; reviews proposals by Agency staff (e.g., offices/bureaus/programs) related to public health priorities to develop agency informatics strategic objectives; informs Agency leadership of important informatics issues & recommends & provides options for policy decisions.

Participates in national & state meetings/conferences to understand policy initiatives developed, proposed & implemented at national level or in other states to advance HIT, electronic health records, & health information exchange; serves on inter-agency & intra-agency task forces related to data, HIT, & interoperability; responds to agency requests for information in support of policy making & program planning & evaluation activities.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of public health; information technology; applicable state &/or federal laws, rules, procedures & standards governing informatics and health information systems*; supervisory principles & techniques; employee training & development. Skill in use of computers & computer software programs. Ability to deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of graduate core coursework in informatics, public health or health science or management information systems & technology; 3 yrs. exp. in public health informatics; 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques or management.

-Or completion of undergraduate core coursework in informatics, public health or health science or management information systems & technology; 4 yrs. exp. in public health informatics; 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques or management.

-Or 2 yrs. experience as a Public Health Informatics Manager, 65235.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

May require travel.