

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Public Health Informatics

SERIES NUMBER

6523

MAJOR AGENCIES

Health Only

EFFECTIVE

2/21/2016

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

JOB TITLE

Public Health Informatics Administrator

JOB CODE

65236

PAY GRADE

16

EFFECTIVE

2/21/2016

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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Public Health Informatics Administrator	65236	EX	2/21/2016	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.