Executive Level Public Health Informatician

Sample Position Description

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Summary

Executive Level Public Health Informatician is a sample position description in a classification series of 2 positions within career ladder.

Scope

The incumbent is responsible for deciding major objectives and policies for an agency or jurisdiction (county, state, large metro area) regarding public health informatics. Incumbents in this role require highly specialized knowledge in public health informatics, some of which is at the forefront of knowledge in a field of work, which they use as the basis for original thinking and innovation. Incumbents are leaders with considerable responsibility and have the ability to research and analyze complex processes.

The incumbent may oversee informatics responsibilities for a bureau or division. This position provides public health interoperability expertise to the public health division, health authority, other state agencies, clinical laboratories, and the healthcare community. The incumbent examines data needs within and across programs and identifies areas for integration and means of improving efficiency. The incumbent ensures interoperability of multiple health data systems via HL7 and PHIN messaging, develops and maintains infrastructure to support interoperability between multiple public health information systems and data partners, and develops policies and procedures around public health data systems.

Budget Authority

The incumbent may oversee administration of budgets, personnel, and the development, implementation and maintenance of multiple informatics projects and products in a highly complex environment.

Position Titles

The following list of example job titles was built from existing positions at state and local health agencies:

Position Title	Reporting Relationship	Source
Chief Public Health Informatician	Various	Multiples
Chief Informatics Officer	Various	Multiples
Chief, Public Health Informatics	Various	Multiples
Deputy Chief, Public Health Informatics	Various	Multiples
Agency Interoperability Coordinator	Various	Multiples

Relationship

Reporting relationships of the executive level positions for state or large metropolitan areas include a wide range of titles. Examples of reporting relationship titles include:

- Director/Deputy Director for Department of Health
- Chief Operating Officer
- State Health Officer
- Chief Information Officer
- Chief of Staff
- Deputy Secretary for Statewide Services
- Secretary and State Health Officer

This position may work closely with Public Health Program Managers and Public Health Information System Managers and serve as an informatics representative, consulting with state and local health information exchange organizations. This position may have frequent interaction with managers and staff within the public health division, health and human service agencies, private and public health care providers, other health departments, HMOs and health plans, laboratories, community partners, and federal agencies, regarding interoperability and information systems. This position interacts frequently with state public health officials, state CIO and COO, local health department officials (CLHO), state public health leadership (center directors), and hospital and health system CIOs, to shape public health informatics policy decisions, set strategic plans, and coordinate intra-agency, intra-state, and intra-program informatics activities.

Decision Making Authority

This position exercises considerable independent judgment in carrying out responsibilities within a highly collaborative environment. Decision making generally requires substantial negotiation and compromise with a variety of considerations, including the context imposed by applicable laws, statutes, interest of stakeholders, available data, and resources. Decision making authority is commonly characterized as follows:

- Contributes to, makes recommendations, or establishes organizational/jurisdictional/state level policy and practices related to data security, privacy, and procurement.
- Analyzes, critiques, and recommends agency actions related to health informatics, adoption, effective use, health information exchange, standards, interoperability, and procurement, to advance and achieve organizational objectives.
- Develops, leverages, and manages relationships and partnerships with agencies within the federal, state, and local levels of government that have authority for implementation of national initiatives such as ACA and Meaningful Use programs.
- Identifies and enables use of agency data and information to improve organizational processes and performance.
- Makes recommendations regarding policy and fiscal decisions which affect local agencies, private providers, and other state partners, that may affect the credibility of the department.

- Establishes standards for interoperability and recommends best practices.

This position may provide input and leadership, and exercise independent action on a wide range of activities including, but not limited to:

- Statewide HIT/HIE goals and objectives.
- National representation of the State Public Health HIT/HIE model.
- Approaches to public health interoperability, including data linking and data system integration and methods for linking performance measurement and program evaluation to population surveillance.
- Decisions that require cross-agency collaboration and affect the priorities, outcomes, and operation of executive branch decisions on the selection of information technology solutions, integration and delivery of local public health services, and the quality and scope of the statewide public health system.
- Decisions directly impacting the agency budget, policies, and cost benefit of public health received by constituents.
- Decisions affecting the credibility of the agency, the statewide public health system, and the ability to perform its mission.

Major Duties and Responsibilities

This list contains examples of duties and responsibilities that may be associated with executive level informatics positions. This list is not all inclusive and may vary from position to position. Hiring agencies, depending on the specific nature of the position, may modify the major duties and responsibilities and/or identify additional duties and responsibilities, based on a current position analysis.

- Provides executive level leadership to an office, division, or bureau for informatics.
- Oversees or manages bureau/division informatics project portfolios and coordinates informatics priorities within defined area of responsibility.
- Identifies and procures funding through grants, partnerships, and other funding sources.
- Serves as a liaison or provides leadership for eHealth initiatives, including health information exchanges (HIE) and efforts at the state, jurisdictional, or local level.
- Reviews, assesses, and makes recommendations for policy and practices relating to standards, interoperability, health information exchange, adoption and implementation of the Meaningful Use program, electronic health records, and data use and exchange for improving population health with data sharing partners.
- Provides strategic capacity and technology planning for areas of responsibility.
- Recommends enhancements for agency information systems to interface with existing systems as needed to achieve agency goals and objectives.
- Oversees work of the office, division, or bureau to collaborate with vendors, data sharing partners, policy makers, and information technology service providers to plan, develop, implement, and maintain public health information system(s).
- Coordinates work to develop system requirements and standards of health IT products, projects, and/or architecture for defined area of responsibility.

- Develops resources and personnel to support critical health information systems.
- Participates in department-wide implementation of the development of interoperability for systems within a bureau/division.
- Analyzes, summarizes, and/or reviews data, including report findings, interpreting results, and making recommendations.
- Works with information technology services to develop technical requirements, standards, and specifications for use and operation of health information system(s).
- Anticipates the impact of new or modified software on existing standards and systems.
- Engages in assessment, development, procurement, management of resources, and contracts for information systems in conjunction with IT services. Manages resources and contracts for information system(s).
- Acts as a resource to provide information or determines the most effective way of meeting the informatics needs of management, staff, clients or customers.
- Ensures availability of technical assistance and/or training to system users, supervisors, and directors.
- Other tasks as assigned.

Knowledge, Skills, and Abilities

This list contains examples of knowledge, skills, and abilities that may be associated with executive level informatics positions. It is not all inclusive and may vary from position to position. Hiring agencies, depending on the specific nature of the position, may modify the knowledge, skills, and abilities and/or identify additional knowledge, skills, and abilities, based on a current position analysis.

Knowledge of:

- Public health and healthcare systems and practices.
- Strategies for achieving effective data acquisition, management, quality, storage, use, and application to address population health needs.
- Applicable laws, statues, and policies regarding health information including security, privacy, and management of confidential data.
- Public health reporting and information system standards.
- Statistical and business analysis.
- Operational research techniques, methods, and practices.
- Workflow engineering.
- Informatics project/product portfolio management.
- Information Technology Lifecycle.
- Automated software applications.
- Computer hardware and system development.
- Theories and practices of computer systems analysis, software, and hardware capabilities typical to complex organizations.
- Strategies for effective planning and management of informatics projects/programs based on scientific analysis and requirements.
- Information security and privacy laws and policies.

- Basic management and leadership operations including staff supervision, budgeting, and financial analysis.
- Theory, principles, and practices of organizational behavior, analysis, and evaluation.
- Techniques and methods of disseminating communication within an organization.
- Qualitative and quantitative techniques for analyzing and measuring the effectiveness, efficiency, and productivity of administrative and technical programs.
- Theory and principles of organizational systems, and the methods of application to government operations.
- The executive and legislative decision making process.

Skills:

- The incumbent should demonstrate outstanding communication, stakeholder engagement, and collaboration skills, including the skills to:
  - Communicate the role of public health within the health system and community to diverse audiences.
  - Collaborate with a wide range of internal and external stakeholders including policy makers, health care and social services, end users, agency leaders, and the community.
  - Apply effective communication and group dynamic strategies in interactions with individuals and groups.
  - Communicate in writing, orally, electronically, and in person with linguistic and cultural proficiency.
  - Effectively communicate the capabilities and limitations of information technologies.

Ability to:

- Apply principles, theories, and practices of public health informatics, and standards of information systems to a wide range of complex business needs to meet organizational objectives.
- Evaluate information against a set of standards of information integrity and comparability.
- Utilize complex modern information technology tools.
- Recommend, select, and utilize practices and tools in support of public health data acquisition, management, analysis, planning, and reporting.
- Oversee testing of information solutions using appropriate methodologies and techniques.
- Plan, organize, and prioritize time and workload in order to accomplish tasks and meet deadlines.
- Integrate the role of governmental and non-governmental organizations in the delivery of community and population health to meet the information needs of a wide range of users and data sharing partners.
- Acquire and defend public health informatics policies, programs, and resources.
- Synthesize voluminous and diverse facts, opinions, and materials into usable work plans.
- Prepare and present highly complex technical material and issues to non-specialists.
- Correctly assess the political and institutional environment in which decisions are made and implemented.

- Effectively express ideas orally, and in writing, using appropriate language, organizing ideas, and marshaling facts in an objective manner.
- Exercise appropriate judgment in all phases of analysis, ranging from sorting out the most important problems, to sifting evidence, and framing feasible options.
- Analyze business needs and product requirements to create or design a system.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Develop, design, or create new applications, ideas, relationships, systems, or products.