

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: Data Manager - aDDAPT

Posting# 2359-1114Bmd

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 41; \$1,880 bi-weekly *plus benefits package*
Step increase available after completing probation and annually thereafter.

CLOSING DATE: *Open until filled

***All applications received by November 13, 2014** will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under general supervision of the Deputy Director for Finance-aDDAPT, provides management support, guidance, and administrative oversight to Client Information Systems including the Electronic Health Record (EHR), data reporting and analysis, EHR training programs, and related initiatives.

DUTIES INCLUDE:

Serves as primary point-of-contact for the department's Electronic Health Record vendor and provides first level technical support for department personnel.

Assumes responsibility for complete and accurate Treatment Episode Data Set (TEDS) reporting to the State of Utah Division of Substance Abuse and Mental Health.

Creates and produces quality assurance reports and monitors clinical documentation compliance.

Develops, implements and maintains training plans and procedures. Develops training documentation including system hierarchy and functional system responsibilities. Conducts classroom training for new and incumbent employees.

Creates and generates management reports to track performance of the agency, programs, and individual staff members.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: relational database systems for collecting and reporting non-financial data; complex web based applications; software as a service applications; electronic health record implementation and operation.

Skill in: critical thinking and problem solving; giving presentations and teaching and training others.

Ability to: maintain confidentiality in all aspects of the job; manage multiple tasks and priorities; diffuse and manage volatile and stressful situations; communicate, interact and work effectively and cooperatively with those contacted during the course of work activities; apply experience and knowledge to assist in improving existing healthcare systems and/or implement new clinically-focused applications.

REQUIREMENTS FOR EMPLOYMENT:

A related bachelor degree and three years of experience related to data management and electronic health record implementation and use. Equivalent combinations of education and experience may also be considered. Strong preference for extensive managerial experience in complex clinical programs involving the use of electronic health records and clinical documentation. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS:

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.