

UW HEALTH JOB DESCRIPTION

Supply Chain Informatics Specialist

Job Code: 420000	FLSA Status: Exempt	Mgt. Approval: C. Schwartz	Date: October 2021
Department: Supply Chain - Informatics		HR Approval: S. Whitlock	Date: October 2021

JOB SUMMARY

The Supply Chain Informatics Specialist is a member of the Supply Chain Informatics team. Under the general direction of the Manager Supply Chain Management Applications, the position will administer the functional design, formatting, and workflow of documents within the Supplier Contracts Module (SCM) of Oracle. The position will also configure and program template wizards to automatically assemble necessary pieces of the design configuration sections and clauses to produce requested documents, based on responses to question groups. The focus of the documents is, but not limited to, UW Health contracts. This position is responsible for establishing and leading review meetings with the stakeholders of the documents, to design, update, test and reconfigure all aspects of the document template, question groups and formula wizards. This position requires effective communication and ability to identify clarity of requirements with the documents from discussions with the stakeholders, as well as guide them in identifying variable scenarios not initially. The position will work with confidential documents and must work in a professional, collaborative, and fiduciary manor.

MAJOR RESPONSIBILITIES

- Communicates clearly and effectively with stakeholders.
- Builds confidence and trust with stakeholders.
- Uses consistent systematic processes to establish clear goals, identify variables and options to realize goals.
- Displays effective analytical and problem-solving skills
- Collaborate with the stakeholders to identify all scenarios.
- Determine reporting requirements of stakeholders.
- Identify document collaboration, approval and signature workflow requirements.
- Train stakeholders on all aspects of selecting document type and answering the questions that identify document types.
- Train stakeholders on selecting documents, checking documents in and out and other aspects of the SCM capabilities.
- Coordinate stage testing with stakeholders, identify fixes needed and make revisions until goals are met.
- Generate Oracle pagelets for documents and workflow stages.
- Generate queries that report data from SCM.
- Coordinate with others to help develop training tools and work manuals affiliated with the SCM.
- Respond to customers that need 2nd level functional support associated with the processes and steps affiliated with the SCM templates and data.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associates degree in Database Management, Finance, or Supply Chain Management or equivalent experience
	Preferred	Bachelors degree in Database Management, Finance, or Supply Chain Management
Work Experience	Minimum	Data management experience
	Preferred	2 years data management experience in supply chain or healthcare
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Strong, effective communication skills. • Strong organizational skills and ability to review/update documentation. • Proficient in Microsoft Office Suite, intermediate skill level in PowerPoint, Excel and Word required. • Experience with Oracle (PeopleSoft) preferred. • Good work prioritization and project management skills. • Proven history of working with complex tasks.

UW HEALTH JOB DESCRIPTION

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.