

UW HEALTH JOB DESCRIPTION

ASSOCIATE INFORMATICS ANALYST

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|--------------------------------------|---------------------|--------------------------------|--------------------------|
| Title: Associate Informatics Analyst | | Department/Number: | |
| Reports to | | Position Number: | PD Status: Approved |
| Job Code: 2585 | FLSA Status: Exempt | FTE: | Bargaining Unit: Non-Rep |
| Manager Approval: | Date: | HR Approval: BRJ- January 2009 | |

POSITION SUMMARY

Under the guidance of more experienced Analysts and/or other employees in the department, the Associate Informatics Analyst is responsible for assisting with projects related to a variety of IT systems and applications within operational areas of UWHC. This individual participates in the development of workflows, system configuration, change documentation, and training staff on application functionality. This requires the individual to stay current with the application as well as interfacing with UWHC ITS and external analysts. The incumbent must employ excellent communication skills in sharing information with users within department.

MAJOR RESPONSIBILITIES

The Associate Informatics Analyst completes projects of a focused scope and performs the following responsibilities under the guidance of more experienced Analysts and/or other employees in the department:

Workflow Development and Documentation:

- Works with departmental staff to acquire an understanding of the underlying needs of the department and translates these needs into how the system should be built.
- Develops project plans and workflows.
- Assists operational leaders in implementing workflow changes.
- Collects information from department end-users regarding potential enhancement needs and works with departmental teams to validate and prioritize these enhancements.
- Utilizes a global understanding of how all systems function together within workflows and bases decisions and recommendations on this knowledge.
- Responsible for ownership of workflow files and maintaining them as changes occur.

Application Building:

- Configures applications according to use specifications
- Performs review of upgrade releases and makes recommendations to department leaders for acceptance of new functionality. This includes reading and investigating release notes to determine which upgrades may be applicable to the department.
- Prioritizes and implements changes requested for the system
- Establishes change control procedures for the system
- Ensures upgrades are well coordinated and that they are implemented in a safe and timely manner.
- Sets standards for naming and numbering conventions and security classifications
- Maintains rules and documentation for how each new version is released
- Analyzes new functionality in releases to determine whether or how it should be used

Application Training:

- Develops training materials.
- Provides ongoing departmental training and support.
- Participates in developing and delivering communication for all upgrades/ changes.
- Works with department leaders to prioritize and determine timelines for scheduling of training for end-users as necessary for large upgrades and/or large changes to functionality or workflows.
- Ensures all staff has adequate and appropriate security class assignments and have been issued log-in access upon training completion.
- Provides communication to department staff regarding systems outages and ensures downtime materials are up to date and staff is trained

All duties and requirements must be performed consistent with the UWHC Organizational Performance Standards.

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| POSITION REQUIREMENTS | | |
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| Education | Minimum | Post high school education in Information Technology, Business, or education related to applicable department. |
| | Preferred | Bachelor's degree in Information Technology, Business, or degree related to applicable department. |
| Work Experience | Minimum | Information Technology or Analysis experience or 3 years subject matter experience in applicable field |
| | Preferred | 1 year of Information Technology or Analysis experience and subject matter experience in applicable field |
| Licenses & Certifications | Minimum | |
| | Preferred | |
| Required Skills, Knowledge, and Abilities | | <ul style="list-style-type: none"> • Ability to communicate effectively. • Knowledge of and ability to provide analysis and quantitative/qualitative study designs. • Computer skills including Microsoft Word and Excel required. • Ability to work independently and be result oriented. • Capable of interacting with all levels of staff. • Effective interpersonal skills, including the ability to promote teamwork and ensures a high degree of internal and external customer satisfaction. • Consultative approach to working with users in assessing needs and requirements. • Ability to manage multiple tasks with ease and efficiency. |

AGE – SPECIFIC COMPETENCY

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 Function

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

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| PHYSICAL REQUIREMENTS | | | |
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| Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i> | | | |
| 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# |
| List any other physical requirements or bona fide occupational qualifications: | • | | |