

UW HEALTH JOB DESCRIPTION

SENIOR INFORMATICS ANALYST

Title: Senior Informatics Analyst		Department/Number: 13030 Pharmacy Informatics	
Reports to: Pharmacy Manager			
Job Code: 2587	FLSA Status: Exempt		
Manager Approval: J. Temple 4-17		HR Approval: CMW 4-17	

POSITION SUMMARY

The Senior Informatics Analyst is responsible for planning and leading projects related to Health Link and IT applications within operational areas of UW Health. This individual develops workflows, configures systems, documents changes, and trains staff on application functionality. This requires the individual to stay current with the application as well as interfacing with UW Health ITS and external analysts. The incumbent must employ excellent communication skills in sharing information with users within department.

Senior Informatics Analysts are responsible for highly complex applications, providing consultative IT advice to departmental and organizational leadership, and guiding lower level employees within the department. Additionally, at the Senior level, the incumbent typically coordinates projects and is able to lead multiple projects to completion.

MAJOR RESPONSIBILITIES

The Senior Informatics Analyst is responsible for all aspects of the following responsibilities as well as guiding other employees who may be performing these duties. Senior level projects are defined by a substantial level of scope and complexity and incumbents typically simultaneously lead multiple projects to completion.

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

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Project planning:

- Management of projects directly related to applications or other large projects as designated by department management.
- Prepare project documentation as defined by user documentation guidelines. Examples of documentation include: current procedures review; functional requirements; charter or scope document; project plans; meeting minutes; issues documentation or other documentation required by department management.

Administrative Responsibilities:

- Assist in evaluating and making recommendations on appropriate staffing levels based on workflow, projects and objectives
- Participate in interviews, selection, orientation and training of new employees
- Provide input on staff performance, including providing feedback for performance evaluations, making training recommendations, etc. Assist in scheduling staff to ensure appropriate staffing levels based on workflow and projects, including scheduled and unscheduled time off
- Function as a resource for staff on department policies and procedures
- Participate in staff meetings to communicate changes and address issues that need to be discussed
- May assist in personnel-related duties
- Work with supervisor to achieve strategic plans, goals, and objectives of the organization and department
- Provide input on day-to-day operations, evaluating workflow, delegating functions to improve and promote a customer-focused approach

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

POSITION REQUIREMENTS

Education	Minimum	Bachelor's degree in Information Technology, Business, or education related to applicable department. Additional experience may substitute for education.
	Preferred	Master's degree in Information Technology, Business, or degree related to applicable department.
Work Experience	Minimum	Five (5) years of Information Technology or Analysis experience and two (2) years subject matter experience in applicable field
	Preferred	Seven (7) years of Information Technology or Analysis experience and two (2) years subject matter experience in applicable field
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none">• Ability to lead.• 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.

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.*

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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:		•		