

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS501620
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE IT Governance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006644	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION HHS Project Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential		Overtime: <input type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit 22 PR 17 Page 1 of 2
If FLSA Exempt, exemption type:			
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.     TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	<p>HIT Coordinator to provide HIT leadership and coordination across the federally funded state programs including supporting the efforts of the State Medicaid Directors (SMDs) in developing the state's Medicaid EHR incentive program. Develop and advocate for HIT policy to achieve statewide goals. Focus and prioritize activities to make rapid progress to help state providers meet stage 1 meaningful use requirements. Key activities may include: -Collaborate with state health policy makers in establishing HIT strategies for reaching shared health care goals. -Leverage state purchasing power such as establishing requirements for entities reimbursed by the state to participate in e-prescribing, electronic labs results delivery or electronically sharing care summaries across transitions in care. -Address legal or policy issues to ensure the information may be shared securely and with appropriate privacy protections. -Lead efforts to enable interstate HIE, such as harmonizing privacy policies and consent laws with neighboring states where appropriate. Coordinate HIT efforts with Medicaid, public health and other federally funded state programs. Examples of the Coordinator fulfilling this role include: -Advance operationally viable strategies that accelerate the success of the EHR incentive program in meeting shared meaningful use goals. -Ensure state program participation in planning and implementation activities including, but not limited to Medicaid, behavioral health, public health, departments of aging. -Ensure that State Medicaid HIT Plans and State HIE plans are coordinated. Develops enterprise business intelligence and shared solutions strategy in alignment with enterprise IT strategy. Provide functional leadership for Integrated Eligibility project.</p>	<p>Knowledge of (1) business process delivery pertinent to assigned process transformation, organizational design &amp;/or process; (2) federal and/or state laws, rules, regulations and best practice scenarios for procurement processes; (3) public speaking; (4) project/program management; (5) process reengineering (e.g., procure to pay); (6) agency policies and procedures; (7) government structure and processes; (8) business administration; (9) Systems Development Life cycle methodologies; Skill in (9) operation of personal computer &amp; associated hardware/software (e.g. MS Operating Systems &amp; MS Office); (20) Administration and Use of project management applications (e.g., SharePoint, MS Project, Word, Excel, Access); Ability to (10) define unusual problems, collect data, establish facts and draw conclusions; (11) read and comprehend legislative or policy related materials; (12) create and/or edit technical/instructional materials to be presented in print or oral form to variety of audiences; (13) communicate effectively orally and in writing; (14) work independently or collaboratively as part of team with diverse disciplines and backgrounds; (15) proofread materials, recognize errors and make corrections; (16) develop complex reports;</p> <p>*Developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:  N/A	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/29/13
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DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE IT Governance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006644  JOB CODE TITLE Project Manager 3  JOB CODE APD 6-21-13 UAY 63382	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION HHS Business Transformation Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 17 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
60	Uses business process modeling and/or vendor solution evaluations to analyze potential for streamlining or reengineering business processes via implementation of information technology solutions; identifies risks and recommends changes related to processes, projects and procedures; makes recommendations for gains in efficiency or costs thru implementation of information technology solutions. Develops project plan with project manager or recommends approach through defining tasks, leading meetings and other tasks to gather and coordinate activities for requirements gathering. Gathers and analyzes information from stakeholders, business owners, customers and management. Performs as liaison between various stakeholders, managing stakeholder expectations and ensuring successful communications between project team members. Identifies and prioritizes opportunities for enterprise business application optimization, IT transformation, consolidation and efficiencies. Drafts changes to relevant process manuals and other relevant publications to reflect defined improvements; helps ensure policies, procedures, directives and objectives of process improvement projects, to which they are assigned, are in line with the mission and goals of Department of Administrative Services (DAS) or federal and state legislation; assist in audit and remediation, as needed; represents DAS at meetings and forums related to DAS vendor matters; remains current regarding new technologies, standards and techniques and learns and/or acquires new skills as required; performs other related duties as assigned to include: attend meetings (e.g., user groups, project management reviews), assist with management and financial reporting, assist with special studies as requested;	(17) use proper research methods to gather, collate and classify information; (21) understand State procurement policies and practices for hardware, software and consulting services;  Knowledge of 1, 2, 3, 4, 5 Skill in 6, 7, 8, 9, 20, 21 Ability to 10, 11, 12, 13, 14, 15, 16, 17,  *Developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised:  N/A		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/29/13	