



STATE OF OREGON  
invites applications for the position of:

# Operations and Policy Analyst 2 (Maternal and Child Health Informatics Coordinator)

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**JOB CODE:** LEHS0909

**OPENING  
DATE/TIME:** 10/14/10 12:00 AM

**CLOSING  
DATE/TIME:** 10/28/10 11:59 PM

**SALARY:** \$3,727.00 - \$5,442.00 Monthly

**JOB TYPE:** Permanent

**LOCATION:** Portland, Oregon

**AGENCY:** Human Services-Public Health

**DESCRIPTION:**

## LEHS0909

DHS/OHA is about people. We help Oregonians be independent, healthy, and safe. We protect children who are abused or neglected. We provide treatment services to people whose lives are damaged by alcohol and drugs. We serve seniors, people with disabilities, and people with mental illness. We help low-income people along the road to self-sufficiency with health coverage, job preparation, childcare and other supports. We provide leadership in public health services. Our services are delivered in the least restrictive setting and in partnership with communities. We are absolutely committed to ongoing innovation in the delivery of services, and we are committed to recruiting, developing and retaining dedicated employees.

This employment opportunity is with the Public Health Division (PHD)/Office of Family Health/Maternal and Child Health Informatics, which is part of the Department of Human Services/Oregon Health Authority. **There is one full-time position located in Portland (800 NE Oregon Street).** This position is represented by a union.

This recruitment announcement will be used to establish a list of qualified candidates to fill the current vacancy and may be used to fill future vacancies as they occur.

Please be aware that due to the economic downturn and subsequent state budget short-fall the Governor has ordered mandatory furloughs for employees. This position will be required to take furloughs in the biennium 2009-2011.

**DUTIES & RESPONSIBILITIES:**

FamilyNet Informatics Support: Provide strategic assistance to the Informatics Manager to assure that the FamilyNet system supports the information needs of DHS/OHA, OFH and statewide public health programs, policy development, research, and evaluation.

Use FamilyNet and other data sources in collaboration with OFH and other state agency program staff to evaluate program and population-based performance, evaluation and outcome measures. Participate in and coordinate ongoing FamilyNet application testing, implementation, and evaluation with project teams across OFH.

Create Web-accessible reports using Crystal Reports and FamilyNet data for state and local stakeholders and partners. Create and design workflows and processes for data management. Monitor and support the efforts of informatics support specialists. Work with users to help them articulate their information management needs. Troubleshoot problems reported by users in FamilyNet systems.

Program Analysis: As directed by the Informatics Manager, evaluate complex systems for the purpose of program monitoring and evaluation, functionality and reliability to meet goals and objectives of programs and policies.

As directed by the Informatics Manager, evaluate changes needed in existing information resources to ensure that comprehensive, valid, and reliable data are available for MCH research and evaluation, to comply with nationally-recognized data standards, and to assess information technology solutions. As directed by the Informatics Manager, evaluate the information technology system shared by state and local counties to identify system requirements and to implement health information exchange data standards.

Partnerships and Policy Development: Provide technical assistance and training in the use of data in policy and program development efforts with state and local public health organizations and staff. Prepare presentations, communications materials, press releases and other media-related materials.

Other duties as assigned.

**WORKING CONDITIONS**

Requires some in-state travel and out-of-state travel with overnight stays to attend meetings or to provide presentations and work group activities. Requires occasional weekend and evening hours.

You must have a valid driver's license and an acceptable driving record. If not, you must be able to provide an alternate method of transportation.

**QUALIFICATIONS & DESIRED ATTRIBUTES:****MINIMUM QUALIFICATIONS**

**Your Oregon E-Recruit Application must reflect the minimum qualifications of this position. The qualified applicants that most closely match the minimum qualifications and desired attributes will be invited for interview.**

A Bachelor's Degree in Medical Informatics, Computer Science, Public Health or any degree related to Health Sciences; **and** two years professional-level evaluative, analytical and planning work related to Medical Informatics, Computer Science, Public Health or Health Sciences.

**OR**

Any combination of experience and education equivalent to five years professional-level evaluative, analytical and planning work related to Medical Informatics, Computer Science, Public Health or Health Sciences.

**DESIRED ATTRIBUTES**

Experience using databases.

Experience working with Filemaker Pro.

Experience with informatics.

Experience with conducting qualitative or usability studies.

Experience assisting with grant preparation or grant submissions.

Experience with manuscript preparation or submission.

Experience with biostatistics.

Experience with descriptive and inferential statistics.

Experience with Crystal Reports.

Experience working with public health data.

**Applicants that most closely match the minimum qualifications and desired attributes will be invited for an interview.**

**ADDITIONAL INFORMATION:**

**SUPPLEMENTAL INFORMATION**

If you need assistance to participate in the application process, you are encouraged to call 503-945-5698 (voice) or 503-945-6214 (TTY) between 8:00 a.m. and 5:00 p.m. (Pacific Time) Monday through Friday.

If you are offered employment, the offer will be contingent upon the outcome of an abuse check, criminal records check and driving records check, and the information shall be shared with the DHS, Office of Human Resources (OHR). Any criminal or founded abuse history will be reviewed and could result in the withdrawal of the offer or termination of employment.

DHS will communicate with all applicants by e-mail.

**PLEASE CONSIDER JOINING US!**

The Oregon Department of Human Services is committed to affirmative action, equal employment opportunity and workplace diversity.

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**VISIT OUR AGENCY WEBSITE AT:**

<http://www.oregon.gov/dhs/jobs>

**OUR OFFICE IS LOCATED AT:**

500 Summer Street NE, E22  
Salem, OR 97301-1099  
503-945-5698

Job #LEHS0909  
OPERATIONS AND POLICY ANALYST 2  
(MATERNAL AND CHILD HEALTH INFORMATICS  
COORDINATOR)  
BM

## Operations and Policy Analyst 2 (Maternal and Child Health Informatics Coordinator) Supplemental Questionnaire

- \* 1. Which of the following best describes your **highest related level of education**?
- ☐ High School Diploma or Equivalent
  - ☐ Some College Coursework, No Degree Received
  - ☐ Associate's Degree
  - ☐ Associate's Degree and additional coursework
  - ☐ Bachelor's Degree
  - ☐ Bachelor's Degree and additional coursework
  - ☐ Master's Degree
  - ☐ Master's Degree and additional coursework
  - ☐ Doctorate Degree
  - ☐ Doctorate Degree and additional coursework
  - ☐ None of the Above
- \* 2. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many **upper division (300 level or higher)** credit hours have you completed? Select the Quarter/Semester hours that best describe your **completed coursework**. If you did not, select N/A.
- ☐ N/A
  - ☐ 4 Quarter hours/3 Semester hours
  - ☐ 8 Quarter hours/5 Semester hours
  - ☐ 12 Quarter hours/8 Semester hours
  - ☐ 16 Quarter hours/11 Semester hours
  - ☐ 20 Quarter hours/13 Semester hours
  - ☐ 24 Quarter hours/16 Semester hours
  - ☐ 28 Quarter hours/19 Semester hours
  - ☐ 32 Quarter hours/21 Semester hours
  - ☐ 36 Quarter hours/24 Semester hours
  - ☐ 40 Quarter hours/27 Semester hours
  - ☐ 44 Quarter hours/29 Semester hours
  - ☐ 45-68 Quarter hours /30-45 Semester hours
  - ☐ 69-95 Quarter hours /46-63 Semester hours
  - ☐ 96-143 Quarter hours /64-95 Semester hours
  - ☐ 144-191 Quarter hours /96-127 Semester hours
  - ☐ 192-239 Quarter hours /128-159 Semester hours
  - ☐ 240 or more Quarter hours /160 or more Semester hours
- \* 3. If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your **upper division (300 or higher)** coursework. If you did not, enter N/A.
- \* 4. Which of the following best describes the **focus of your degree**?
- ☐ Medical Informatics
  - ☐ Computer Science
  - ☐ Public Health
  - ☐ Health Sciences
  - ☐ Other Related Health Sciences Degree

- ☐ My degree is not related
  - ☐ I do not have a degree
- \* 5. If you selected "Other Related Health Sciences Degree" in question 4, please identify the **focus of your degree**. If you did not, enter N/A.
- \* 6. Which of the following best describes your **professional-level evaluative, analytical and planning work related to Medical Informatics, Computer Science, Public Health or Health Sciences?**
- ☐ less than 6 months
  - ☐ 6 to 11 months
  - ☐ 12 to 17 months
  - ☐ 18 to 23 months
  - ☐ 2 years
  - ☐ 3 years
  - ☐ 4 years
  - ☐ 5 years
  - ☐ 6 years
  - ☐ 7 years
  - ☐ 8 years
  - ☐ 9 years
  - ☐ 10 years or above
  - ☐ None of the above
- \* 7. Which of the following best describes your level of experience using databases?
- ☐ Beginner: (Work with existing databases, edit records, print reports, run queries.)
  - ☐ Intermediate: (Build basic relational database including forms, reports, queries, and tables.)
  - ☐ Advanced: (Build and manage complex databases, repair and secure databases, write and debug aggregate functions.)
  - ☐ None of the above
- \* 8. Indicate your length of experience working with Filemaker Pro.
- ☐ Less than 12 months
  - ☐ 12 – 23 months
  - ☐ Two or more years
  - ☐ None of the above
- \* 9. Describe your experience using Filemaker Pro and any other database systems you have used. Please include your experience with design and implementation of databases.
- \* 10. Indicate your length of experience with informatics.
- ☐ Less than 12 months
  - ☐ 12 – 23 months
  - ☐ Two or more years
  - ☐ None of the above
- \* 11. Describe your experience with informatics.

- \* 12. Indicate your length of experience with conducting qualitative or usability studies.
  - ☐ Less than 12 months
  - ☐ 12 – 23 months
  - ☐ Two or more years
  - ☐ None of the above
- \* 13. Describe your experience with conducting qualitative or usability studies.
- \* 14. Do you have any experience assisting with grant preparation or grant submissions?
  - ☐ Yes
  - ☐ No
- \* 15. Do you have experience with manuscript preparation or submission?
  - ☐ Yes
  - ☐ No
- \* 16. Describe your experience with biostatistics.
- \* 17. Describe your knowledge or experience with descriptive and inferential statistics.
- \* 18. Indicate your length of experience with Crystal Reports.
  - ☐ Less than 12 months
  - ☐ 12 – 23 months
  - ☐ Two or more years
  - ☐ None of the above
- \* 19. Describe your experience with Crystal Reports.
- \* 20. Indicate your length of experience working with public health data.
  - ☐ Less than 12 months
  - ☐ 12 – 23 months
  - ☐ Two or more years
  - ☐ None of the above
- \* 21. Describe your experience working with public health data.

- \* 22. Are you a current employee with the Department of Human Services? This includes regular status, trial service and limited duration employees. DHS temporary, volunteer and contract employees are not included.

☐ Yes, I am a current trial service, regular status or limited duration employee with Oregon DHS.

☐ No, I am not a current employee with Oregon DHS.

\* Required Question