



STATE OF OREGON
invites applications for the position of:

Operations and Policy Analyst 1 (Informatics Technologist)

JOB CODE: LEHS0883

**OPENING
DATE/TIME:** 10/05/10 12:00 AM

**CLOSING
DATE/TIME:** 10/19/10 11:59 PM

SALARY: \$3,086.00 - \$4,495.00 Monthly

JOB TYPE: Permanent

LOCATION: Portland, Oregon

AGENCY: Human Services-Public Health

DESCRIPTION:
LEHS0883

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:

Development of informatics solutions for project partners: Participate in requirements gathering process, including meeting with project sponsors and end users. Also, assist in producing information system development plan. Produce code for information solutions according to documented information system development plan. Adequately document code and information provenance during the development and implementation process. Assist in creation and execution of information system testing plan.

Provide Technical Support: Answer questions regarding information systems, monitor issues using the State issue tracking system, and document information system issues. Collaborate with counterpart in Office of Information Services to ensure maximum availability of shared information resources.

Assist Maternal and Child Health (MCH) Program Coordinators and Directors: Answer questions about MCH information system, monitor issues, query databases, use JIRA to track number and types of program support calls. Support user acceptance testing and regression testing for new information system releases, including developing processes and ensuring completion of processes. Other duties as assigned.

WORKING CONDITIONS

Requires some weekend and evening hours.

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;

OR

Any combination of experience or education equivalent to three years technical-level experience related to Medical Informatics, Computer Science, Public Health or Health Sciences.

DESIRED ATTRIBUTES

Experience designing and implementing databases.

Experience with Filemaker Pro.

Coursework and/or experience with informatics.

Knowledge or experience with descriptive and inferential statistics.

Experience working with Crystal reports.

Experience with a project that involved collaborating with others.

Experience working with a public health program.

Experience with testing software.

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

ADDITIONAL 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.

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 #LEHS0883
OPERATIONS AND POLICY ANALYST 1
(INFORMATICS TECHNOLOGIST)
BM

Operations and Policy Analyst 1 (Informatics Technologist) 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, enter 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 Degree

- ☐ My degree is not related
 - ☐ I do not have a degree
- * 5. If you selected "Other Related 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 level of technical-level experience 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
 - ☐ 24 – 35 months
 - ☐ Three 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
 - ☐ 24 – 35 months
 - ☐ Three or more years
 - ☐ None of the above

- * 11. Describe your coursework and/or experience with informatics.
- * 12. Describe your knowledge or experience with descriptive and inferential statistics.
- * 13. Indicate your length of experience with Crystal reports.
 - ☐ Less than 12 months
 - ☐ 12 – 23 months
 - ☐ 24 – 35 months
 - ☐ Three or more years
 - ☐ None of the above
- * 14. Describe your experience with Crystal reports, if applicable.
- * 15. Please provide an example of a project that involved collaboration with others.
- * 16. Indicate your length of experience working with a public health program.
 - ☐ Less than 12 months
 - ☐ 12 – 23 months
 - ☐ 24 – 35 months
 - ☐ Three or more years
 - ☐ None of the above
- * 17. Describe your experience working with a public health program.
- * 18. Describe your experience with testing software.
- * 19. Are you a current employee with the Department of Human Services/Oregon Health Authority (this includes regular status, trial service and limited duration employees?) DHS/OHA temporary, volunteer and contract employees are not included.
 - ☐ Yes, I am a current trial service, regular status or limited duration employee with Oregon DHS/OHA
 - ☐ No, I am not a current employee with Oregon DHS/OHA

* Required Question