

*Code: 4359*

*Title: DEPARTMENTAL INFORMATION SYSTEMS MANAGER*

**SUMMARY:** Plans, organizes, manages and administers automated information systems for an individual department.

**Duties/Responsibilities:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes, coordinates, manages and administers the development, implementation, operation, maintenance and support of the department's automated information and database systems and various web-sites;

Analyzes business management processes and develops automated systems for more efficient operation;

Designs and administers the development, implementation and enhancement of inter-department and intra-state data interfaces;

Studies new relevant Federal and State regulations and supervises modifications of automated systems to insure compliance, and evaluates and modifies, as necessary, the in-house accounting system to meet applicable regulations (e.g., Auditor General);

Assures proper access, security and confidentiality of information in automated systems per law, rule or regulations (e.g., HIPAA, etc.);

Represents the department at various County and agency meetings held to resolve planning, policy, procedure and technical issues regarding health services data systems and requirements;

Researches computer technological developments;

Develops and implements strategic and long-range plans to assure timely support to compute user needs, considering technological advancements and prospective program revisions;

Evaluates and solves technical problems and documents their respective resolutions;

Prepares Request for Proposals (RFPs) and negotiates contracts for lease or purchase of data processing and data communications equipment;

Maintains continuing liaison with software and hardware vendors, manufacturers, contractors and services providers for required support;

Makes recommendations on purchase or lease of hardware and software;

Plans, determines and schedules work flows of the division to meet schedules and demands for service;

Supervises and evaluates professional and support staff;

Develops and administers division budgets and provides input to the departmental budget;

Develops and coordinates user training on hardware and software applications.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- principles, techniques and application of data processing technology and computer information systems;
- operating principles, capabilities, limitations, trends and developments of information processing systems;
- LAN/WAN, hardware, software and peripheral equipment;

- applications, operating principles and capabilities of computer hardware and software in mainframe and micro-computer systems;
- principles, practices and techniques of management systems analysis and applications programming;
- data communications protocols;
- electronic and magnetic data exchange technologies;
- statutory requirements affecting health care management and contracts;
- project implementation and management
- principles and practices of managed health care operations;
- principles and practices of management, supervision and training;
- principles and practices of budget preparation, cost-control and cost-effectiveness measures.

Skill in:

- managing, directing and coordinating management information systems operations;
- computer programming and systems analysis;
- planning, organizing and managing data communications and data interface operations;
- analyzing operations and organizing the component parts into a logical system;
- analyzing, interpreting and resolving complex problems;
- reading, comprehending and integrating government regulations with systems functions;
- planning, scheduling and documenting large, complex projects;
- establishing and maintaining effective working relationships with others;
- effectively planning, organizing, directing and supervising the activities of professional, paraprofessional, technical and support staff;
- communicating effectively, both orally and in writing;
- preparing and administering a specialized budget;
- identifying, analyzing, and resolving information systems training needs and problems.

#### MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in computer science, management information systems, programming or systems analysis or a related field and four years of systems analysis, programming and/or data processing applications experience, of which one year was in a supervisory or administrative capacity within a computer environment.

#### OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D driver's license at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation, polygraph examination and/or pre-/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections or Courts facilities, property and associated confidential and sensitive information, documents, communications and database systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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