MSHN
Mid-State Health Network

JOB DESCRIPTION: Technology Project Manager	**EXEMPT/NON-EXEMPT:** Exempt
EMPLOYMENT CATEGORY: At-will, Administration	**FULL-TIME/PART-TIME:** Full-time
POSITION HIRED BY: Chief Information Officer	**SUPERVISOR:** CIO
MANAGEMENT RESPONSIBILITIES: Personnel – No, Resources- Yes	

POSITION OVERVIEW: Under the direction of the Chief Information Officer (CIO), assists with administrative responsibilities for the operations and coordination of the agency's information systems, primarily with enterprise applications software and database support; performs related work as required.

QUALIFICATIONS

Minimum Qualifications
Bachelor's degree in Computer Science, Computer Information Systems, Computer Technology or Software Engineering;
Experience in system security;
Prior training and experience with information security and principles of Protected Health Information;
Three (3) years of experience as a software developer, systems analyst, project manager, database administrator, network administrator, or related business field.

Preferred Qualifications
Master's Degree in Computer Science, Computer Information Systems, Computer Technology or Software Engineering;
Experience in the public Behavioral Health field;
Knowledge and experience with MDHHS reporting requirements including but not limited to Encounters, QI, BH-TEDS, Support Intensity Scale, and CareConnect 360;
Knowledge of electronic medical record capabilities and interfaces;
Knowledge of healthcare information exchanges and integrating datasets;
Support of technologies including Microsoft Azure, Microsoft O365, Microsoft Office, cloud-based active directory, virtual servers, and mobile computing.

Required Skills
- Knowledge of computer hardware and software. This should include desktop, server and network operating systems; high-level programming languages; application development packages; application software; and integrated desktop application suites.
- Knowledge of local and wide-area network and communications hardware and software.
- Knowledge of programming methods and procedures including testing, debugging and implementation.

- Knowledge of fiscal controls, financial, payroll, and HR systems; medical billing and claims processing.
- Demonstrable planning and time management skills.
- Ability to analyze and design computer applications.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships.
- Ability to reason logically.
- Ability to collect, maintain, and evaluate data, and prepare reports.
- Ability to manage complex technical projects.

Responsibilities	**Designated Back-Up**
Facilitates MCIS projects and coordinate development efforts to align with MSHN initiatives	
Manages and/or assists other leaders with any internal information technology project needs and determine software to use. (IE: HCBS, HighRise, MCG)	
Builds dataflow diagrams and charts needed to document workflow processes	
Leads conversion activities related to health information exchange activities for the region (Medication Reconciliation, ADT, SSO, MSSV, Authorizations)	
Develops and supports systems for logging, processing, and tracking requests for data exchange with CMHSPs, MSHN staff, MiHIN and MHPs;	
Develops, prioritizes, manages, and monitors information systems projects and tasks;	
Maintains security, integrity, and usability of enterprise systems;	
Provides support for building and maintaining MSHN databases and datasets;	
Assists with the creation and maintenance of the MSHN dashboard and balanced score card;	
Provides support for population health efforts, including training and technical assistance;	
Represents the Information Technology team at MSHN, MDHHS and other committees and workgroups when needed;	
Acts as the primary technical contact for website coordination and design;	
Acts as backup facilitator for MSHN data analytics workgroup;	
Assists with enterprise security environment for mobile devices;	
Communicates regularly with organizational users about software capabilities, modifications, and enhancements;	
Coordinates training for all computer users in correct use of enterprise software and other related computer training;	
Researches, analyzes, and coordinates data collection to ensure compliance with MDHHS and other regulatory agency data reporting requirements;	

Assists with creating and maintaining policies, procedures, related to Information Technology and Data Analytics;	
Analyzes potential computer uses, defines and designs application systems, and develops specifications for computer or communications system requirements;	
Performs other duties for the organization as assigned.	

COMPENSATION

This is a full-time salaried position with additional fringe benefits and a minimum 40 hour work week. The schedule will be set in conjunction with the needs of the organization as approved by the Chief Information Officer.

ENVIRONMENT & SAFETY

Minimum Physical Requirements

- Ability to exert/lift up to 25 pounds of force occasionally
- Ability to sit for extended periods of time
- Ability to travel offsite for various meetings, activities, and events
- Ability to use computer, telephone, copy machine, and various office equipment

Work Environment

- Normal office environment
- Frequent travel by automobile

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodations. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Employee Signature   Date

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Supervisor Signature   Date