State of Nebraska
Classification Specification
Department of Administrative Services

NEBRASKA
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Click one of these links to see the Job Description for that class:

Job Code	Title
H02251	Informatician I
H02252	Informatician II
V02253	Informatician III

INFORMATICS SERIES
H02251 - H02252 - V02253

DESCRIPTION OF OCCUPATIONAL WORK

Positions in the Informatics Series utilize technology and information systems to advance strategies such as surveillance, prevention, preparedness, outbreak management, electronic laboratory reporting, predictive modeling, and health promotions. This series includes three levels and encompasses varying levels of responsibility to assist in the system analysis, business workflows and specifications, technical assistance, and grant writing applications and reporting.

Informatician I
H02251

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under immediate supervision, positions at this level are assigned entry-level responsibility to assist in the system analysis, business workflows and specifications, technical assistance, and assist in grant application writing and reporting. Positions at this level are responsible for conducting routine and basic informatician duties as well as, system training and assistance to the project management team as needed.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Conducts routine and basic informatician duties to assist in the system analysis, business workflows and specifications, technical assistance, and assist in grant application writing and reporting, and system training and assistance to the project management team as needed.

Conducts business analysis of program operations and workflows and assists in the development and scope and specifications for system design.

Assists in the development of workflow diagrams and documentation, works with stakeholders to assess possible points of failure or duplication, and provides documentation to mid-level or supervisor level informaticians for further review and gap analysis.

Provides technical assistance to stakeholders and maintenance of public health systems and communicates regularly with stakeholders and end users on basic technical assistance.

Reviews datasets and flows to help identify errors or reporting failures.

Provides basic education of grant or program topics area to community members.

Takes direction of grant activities and deliverables from senior Informatician and implements activities. Activities may include educational sessions with community members/coalitions, reviewing and providing basic data management and analysis, assists in the preparation of reports.

Attends training sessions to increase skill sets, participates on internal and external committees and workgroups related to program area, etc.

Assists in grant writing or reporting to grants- includes participating in writing grant applications and other funding proposals and data management plans.

Participates in pulling data and resources together for grant applications. For regular reporting to grantors or funders, pulls basic data elements together, and drafts sections of reports.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Statistical principles and practices related to health data and may include other governmental data such as U.S. Census; knowledge of data needed for analysis, data management tools, statistical tools; Nebraska regulations, policies, and statutes mandating data collection or system requirements; and basic understanding of surveillance system structures and operations.

Skill in: Working knowledge in SAS, R, or similar statistical analysis software or basic skills in SQL, Python, or similar data management tools; basic understanding of HL7, ASAP, USCDI, FHIR, or other health data and messaging standards; communicating with IT professionals and healthcare professionals; identifying appropriate data collection, data elements, and outcomes to be measured; providing system training to a wide variety of people (both technical and non-technical); identifying and troubleshooting basic system issues through errors in data, user experience, or other system specific items; using logic and analysis to identify the strengths and weaknesses of different approaches; reading comprehension; active listening.

Ability to: Independently identify issues in data, user experience, or other system specific items; effectively troubleshoot issues with systems or user centric issues; conduct analytical review of data or system issues including collection methods; use common identifiers to join or link independent data sets or systems into new richer data set; work with health care professionals and a variety of other partners; analyze health data; prepare studies and reports including responding to data requests; explain and defend studies and recommendations; effectively communicate technical information to both technical and non-technical stakeholders

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's Degree in Public Health, Statistics, Epidemiology, Informatics, or Health field plus 4 years of experience working in data analysis, statistics, & interpretation of data in a health subject area OR Master's Degree in Public Health, Statistics, Epidemiology, Informatics, or Health field plus 2 years of experience.

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Informatician II
H02252

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under general supervision, positions at this level are assigned mid-level responsibility to assist in the planning, system analysis, system development, implementation, and evaluation of public health systems and datasets. Positions at this level are responsible for conducting routine informatician duties as listed above as well as, system training and support to the project management team. There is an additional level of autonomy at this level to have the ability to make lower impact decisions, higher level decisions will be made in conjunction with the Informatician III supervisor and/or Unit Leadership.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Conducts routine informatician duties to assist in the planning, system analysis, system development, implementation, and evaluation of public health systems and datasets as well as system training and support to the project management team.

Conducts business analysis of program operations, workflow, and assists in strategic planning.

Leads the development and scope and specifications for system design for established and the development of new systems.

Develops workflow diagrams and documentation and provides final documentation to supervisor for final review.

Works with stakeholders and end users to assess points of failure, duplication, or efficiencies.

Assists the Informatician III and the Unit Administrator I on any strategic planning for the unit subsection.

Collaborates closely with IS&T project managers to provide detailed documentation and review scope and specifications of systems as projects are initiated.

Assists in the development of policy/procedures. Provides initial drafts of system policy and standard procedures. Works regularly with stakeholders, DHHS legal, Data Governance team, IS&T, and vendors to ensure drafted policies or procedures are consistent with system capacity, architecture, compliance with state and federal statute and regulations, and with use cases. Provides drafted version to supervisor and to division leadership for policy approvals.

Provides education/trainings of the topic area to other public health professionals and community coalitions.

Assists Informatician III in the planning and development of grant activities and deliverables and assists in leading the implementation of the activities. Activities may include education or training of other public health professionals or key partners, provides complex statistical analysis, leads, and develops reports and guidance based on the analysis, and assists in identifying other resource needs to complete grant purposes.

Assists in the writing/application of grants or reporting to grants with Informatician III and other funding proposals including the drafting of data management plans.

Leads in the analysis of data and resources needed to apply for funding proposals and funding reports.

Provides mentorship, training, leadership duties as assigned to other members of the program teams by the supervisor. Collaborates with supervisor and key skillsets for mentorship and training. This may include working with internal statistical analysis workgroups providing subject matter or skill-based trainings or working with Informatician I positions to develop skillsets for professional development.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Statistical principles and practices related to health data and may include other governmental data such as U.S. Census; knowledge (academic and practical) of data needed for analysis, data management tools, statistical tools; Nebraska regulations, policies, and statutes mandating data collection or system requirements; federal health data and system regulations; and intermediate understanding of surveillance system structures and operations.

Skill in: Working knowledge in SAS, R, or similar statistical analysis software; proficient to expert skills in SQL, Python, Tableau, ArcGIS or similar data management and data visualization tools; intermediate understanding and practical use of HL7, ASAP, USCDI, FHIR, or other health data and messaging standards; communicating with IT professionals and healthcare professionals; identifying appropriate data collection, data elements, and outcomes to be measured; providing system training to a wide variety of people (both technical and non-technical); identifying and troubleshooting basic system issues through errors in data, user experience, or other system specific items; using logic and analysis to identify the strengths and weaknesses of different approaches; reading comprehension; active listening.

Ability to: Independently identify issues in data, user experience, or other system specific items; effectively troubleshoot issues with systems or user centric issues; conduct analytical review of data or system issues including collection methods; use common identifiers and probabilistic join methods to join or link independent data sets or systems into new richer data set; facilitate discussions with health care professionals and a variety of other partners; analyze complex health data; prepare studies and reports including responding to data requests; explain and defend complex studies and recommendations; effectively communicate increasingly complex technical information to both technical and non-technical stakeholders.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's Degree in Public Health, Statistics, Epidemiology, Informatics, or Health field plus 6 years of experience working in data analysis, statistics, & interpretation of data in a health subject area OR Master's Degree in Public Health, Statistics, Epidemiology, Informatics, or Health field plus 4 years of experience.

Informatician III
V02253

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)
Under limited supervision, positions at this level are assigned senior-level responsibility to oversee, manage, and supervise the work of Informaticians and associated staff supporting public health systems and datasets aimed at monitoring and collecting health data to be used for public health activities. Work requires a considerable amount of independent judgement and advanced knowledge of public health systems and prevention and health promotion activities for public health practice.

Oversees the design and use of systems, datasets, and databases for analysis of health data and health outcomes, which includes the design of public health data system and how the collection or submission is performed.

Works with vendors, IT, and epidemiology/non-technical program staff on system and/or dataset updates and enhancements with a wide variety of datasets and databases within the Health Data Section of Public Health.

Provides complex analysis of systems, data collection and reporting, and analysis. Expert understanding and coding skill of data management software and statistical analysis software, such as SQL, SAS, Python, etc.

Oversees the preparation and the development of reports and guidance based off of the systems or the analysis of data, and other health and scientific information.

Provides contextual awareness for policy, system capabilities/limitations, cultural, social, political, legal, and ethical implications of the collection or the reporting of data by the required stakeholders and makes recommendations to senior leadership within Public Health, as well as IS&T.

Liaison between program areas, business support, clinical staff, and IT staff to support the development and implementation of information systems. Additionally, may have responsibilities related to project management, communication, and stakeholder engagement for assigned projects.

Directs state program planning efforts with respect to surveillance systems, database structure, data standards, integration with other systems or datasets, and overall surveillance system development.

Develops, implements, and monitors organizational performance measures that show program effectiveness.

Reviews and conducts literature reviews and data analysis to evaluate program progress and performance.

Participates in grant writing or other funding proposals.

Develops requests for proposals and contracts for data analysis and evaluation projects and directs and reviews contract work.

Develops and evaluates methods of training for health care providers and local staff about appropriate methods of controlling disease or preventing injury.

Provides and reviews technical assistance to communities and outside partners with respect to surveillance and other epidemiologic data and evaluation.

Liaison to outside data generating entities to develop and maintain partnerships for sharing and using data.

Formulates policies, procedures, and other applicable policy/procedure documents and makes recommendations to senior leadership within Public Health, as well as IS&T.

Provides scientific, administrative, and program direction and leadership for the assigned program units within the section of the informatics unit.

Plans, assigns, schedules, prioritizes, directs, and coordinates the work of the assigned informaticians and other staff within the section of the informatics unit, ensuring the accuracy and quality of work and the overall performance of work.

Participates in the selection and assignment of informaticians and other professional and administrative staff. Approves leave and participates in annual performance reviews.

Provides advice and counsel to staff and instructs them on work and administrative matters.

Resolves complaints from employees, works with Human Resources and Unit Leadership on disciplinary actions, and identifies developmental needs and arranges for necessary training.

Responsible for improving operating practices and procedures, promoting team building, and effectively interacting and coordinating with officials of other units or organizations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Supervisory techniques; statistical principles and practices related to health data and may include other governmental data such as U.S. Census; knowledge (academic and practical) of data needed for analysis, data management tools, statistical tools; Nebraska regulations, policies, and statutes mandating data collection or system requirements; federal health data and system regulations; needs assessment and evaluation techniques; intermediate understanding of surveillance system structures and operations; and cultural, social, political, legal, and ethical implications of the collection and use of data.

Skill in: Working knowledge in SAS, R, or similar statistical analysis software; expert skills in SQL, Python, Tableau, ArcGIS or similar data management and data visualization tools; expert understanding and practical use of HL7, ASAP, USCDI, FHIR, or other health data and messaging standards; communicating with IT professionals and healthcare professionals; identifying appropriate data collection, data elements, and outcomes to be measured; providing system training to a wide variety of people (both technical and non-technical); identifying and troubleshooting basic system issues through errors in data, user experience, or other system specific items; using logic and analysis to identify the strengths and weaknesses of different approaches; supporting and developing publications for scientific, technology centric, or non-scientific audiences; reading comprehension; active listening.

Ability to: Supervise others (including hiring, evaluating performance, counseling, disciplining, investigating, and training staff); provide guidance, consultation, advice, instruction, and technical assistance to others; think creatively; draft, develop, and submit grant/funding applications; plan, develop, and implement grant workplans; prepare, review, and finalize reports and presentations; combine separate pieces of information from disparate sources to form general rules, processes, procedures, or solutions; independently identify issues in data, user experience, or other system specific items; effectively troubleshoot increasingly complex issues with systems or user centric issues; conduct analytical review of data or system issues including collection methods; use common identifiers and probabilistic join methods to join or link independent data sets or systems into new richer data set; influence participation of health professionals, IT professionals, and a variety of other partners; analyze complex health data; prepare studies and reports including responding to data requests; explain and defend complex studies and recommendations; effectively communicate increasingly complex technical information to both technical and non-technical stakeholders.

Bachelor's Degree in Public Health, Statistics, Epidemiology, Informatics, or Health field plus 8 years of experience working in data analysis, statistics, & interpretation of data in a health subject area OR Master's Degree in Public Health, Statistics, Epidemiology, Informatics, or Health field plus 6 years of experience.

SPECIAL NOTES APPLICABLE TO ALL LEVELS:
State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 09/24

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date