SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 02/27/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: INFORMATION SYSTEMS/B.A II SCDC POSITION #: 010380
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM
LOCATION: RESOURCE & INFORMATION MGMT - ADMINIST, COLUMBIA (RICHLAND)

STATE JOB TITLE: INFOR SYS/BUS ANALYST II STATE JOB CLASS: AM03
PAY BAND/LEVEL: 06 E
BAND: 06 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 046751 - $ 060343 SCEIS POSITION #: 61022909

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN COMPUTER SYSTEM DEVELOPMENT AND MODIFICATION. A BACHELOR'S DEGREE IN A RELATED AREA MAY BE SUBSITUTED FOR THE REQUIRED WORK EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). ASSOCIATE'S DEGREE AND TWO YEARS' EXPERIENCE WITHIN THE IT FIELD. ABILITY TO UNDERSTAND AND CARRY OUT MODERATELY COMPLEX TECHNICAL INSTRUCTIONS AND REQUESTS. MODERATELY COMPLEX ABILITY TO ANALYZE AND REDUCE TO LOGICAL ORDER COMPLEX TECHNICAL DATA. KNOWLEDGE OF APPLICABLE COMPUTER SOFTWARE PRODUCTS (SQL SERVER REPORTING SERVICES, SQL SERVER MANAGEMENT STUDIO, SAP CRYSTAL REPORTS). ABILITY TO WORK EFFECTIVELY WITH USERS, VENDORS, AND OTHER IT PERSONNEL. ABILITY TO ASSIST WITH IDENTIFYING AND RESOLVING SYSTEM PROBLEMS. ABILITY TO ASSIST WITH PROVIDING STATUS REPORTS AND OTHER TECHNICAL REPORTS, BOTH ORALLY AND WRITTEN. EXPERIENCE WITH ELECTRONIC MEDICAL RECORDS HIGHLY DESIRED.

DESCRIPTION OF DUTIES:
ASSISTS SCDC HEALTH SERVICES AND QUALITY IMPROVEMENT STAFF BY PROVIDING MEANINGFUL ANALYSIS OF THE HEALTH IT DATA.
AUTHORS AD-HOC AND SCHEDULED REPORTS AND PERFORMS MEANINGFUL ANALYSIS OF HEALTH IT DATA USING PRIMARILY SQL AND SAP CRYSTAL REPORTS TOOL.
ASSISTS IN MAKING RECOMMENDATIONS FOR DEVELOPMENT OR ENHANCEMENT OF EXISTING SYSTEM AND COMPLETING ANY NECESSARY SYSTEM CONFIGURATION TO ACHIEVE THAT DEVELOPMENT. MEETS WITH END USERS AND QUALITY IMPROVEMENT STAFF TO GAIN A THOROUGH UNDERSTANDING OF WORKFLOW AND REPORTING NEEDS. ASSISTS THE OTHER EHR SUPPORT STAFF MEMBERS WITH VARIOUS END USER SUPPORT TASKS AND TROUBLESHOOTING.
COMMENTS:
PLEASE SUBMIT RESUME WHEN APPLYING FOR THIS POSITION.