Centennial Mental Health Center, Inc.

## Job Description

**Job Title:** Data Technician **Job Class:** Administration

**Reports to:** EHR Manager **Grade:** 6

**Status:** Non-Exempt

# POSITION SUMMARY

Coordinates with EHR to design, test, validate, and deploy new or existing datasets inside or outside of EHR. Processes changes to existing reports and databases as required. Documents changes to reports and databases. Provides data upon request to Centennial Staff. Duties performed with minimum to moderate supervision and oversight by the EHR Manager with emphasis on independent decision making and mission achievement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Consults with EHR Manager to clarify intent, identifies problems, suggests changes, and determines extent of data and reporting requirements, based on request or new EHR development.
2. Responsible for assisting in processing state reporting files, identifying and working errors, and submit files to required State Reporting agencies.
3. Retrieve, Process, and Correct State Reporting Assessments and upload required data to State Agencies
4. Coordinates with EHR/data teams and vendors in the development or selection of new software and/or equipment.
5. Coordinates and Completes any necessary data cleanup projects
6. Processing and providing scheduled daily, weekly, or monthly reports and data to Centennial Staff
7. Establishes and maintains effective, collaborative working relationships with Center employees and outside agencies with which Centennial is involved.
8. Reviews and processes support requests through Help Desk system. Provides feedback to staff and assists with errors or change requests
9. Develops, updates, and processes SQL databases. Develops necessary SQL queries and provides assistance to Centennials EHR team in developing of New or existing EHR projects.
10. Travels as a Centennial Representative in state or national user groups.
11. Completes statistical reports and special projects as assigned.
12. Performs other job duties as assigned.

# SUPERVISORY RESPONSIBILITIES

None

## JOB REQUIREMENTS

# EDUCATION

Bachelor’s Degree in computer science or related field. Extensive relevant experience may be considered in lieu of graduate level education.

**EXPERIENCE**

Minimum two to four years’ experience in report development and data analytics, preferably in a SQL environment, using report automation tools such as Crystal Reports or Tableau.

**ABILITIES, KNOWLEDGE, SKILLS**

Knowledge of computer processing. Ability to operate a variety of word-processing, database managers and report writing programs. Comprehension and Knowledge of structured table databases. Strong analytical and decision-making skills. Excellent written and verbal communication skills. Ability to travel within the Center's service area or to other locations as needed. Knowledge of Medicaid, Medicare. Knowledge of modern EHR structure and design.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

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Employee Signature Date

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Administrative Supervisor Date