POSITION DESCRIPTIONS: IMMUNIZATION INFORMATION SYSTEM

Immunization Information System Section ("IIS") Data Scientist

Estimated Hours per Week: up to 40

Position Description

This primary purpose of this position is to support the IIS section of the Immunization Branch. This supports the collection, organization, analysis, and interpretation of large sets of structured and unstructured data; to build scalable data pipelines, integrate and transform data, and develop models using analytic software and coding skills and tools to review and assess immunization coverage in various communities and areas of high interest in Hawaii's population. This position plans and designs analytic projects to test hypotheses, conducts simple and complex statistical analyses. Interprets results, identifies key findings, develops conclusions, and makes evidence-based recommendations. Builds and tests models based on available data, data distributions and goals of the project or program.

Qualifications

- Bachelor's degree from an accredited college or university in computer science, health informatics, applied mathematics, statistics, economics, engineering, data science, information science, information technology, business analytics, or a related field is required.
  - Master's degree from an accredited college or university in computer science, in the previously outlined is preferred.
- Principles and practices of public health, including the general organization, functions, services, and objectives of public health programs; principles, practices, and techniques of statistical methodology and analysis, principles, practices, and techniques of building, training, and deploying quantitative and qualitative models; programming and statistical applications such as Python, R, SAS, Java, SQL; data visualization applications such as Tableau and PowerBI; data management systems.
- Evaluates the relative importance of priorities and programmatic areas.
- Exercises independent judgment and critical thinking; plans, conducts, and evaluates public health informatics, data integration, data modernization initiatives and projects and advises others in these activities.
- Demonstrates diplomacy and negotiation skills; establishes and maintains effective working relationships with leadership, supervisors, subordinates, stakeholders and others.
- Communication and public speaking skills; prepares clear, concise, and comprehensive presentations and reports; uses appropriate language, organizes ideas, and marshals facts in an objective manner; prepares and presents highly complex technical material and issues to non-technical stakeholders.

- Works under pressure and in challenging or unusual conditions.

conditions.

Experience

- At least two years of experience solving business problems with advanced analytical solutions.
- Demonstrated experience conducting quantitative statistical analysis; building, training and deploying quantitative models in production environments; and developing scalable data pipelines.
- Demonstrated experience with statistical software, or data management systems.

IIS Information Technology Specialist

Estimated Hours per Week: up to 40

Position Description

The primary purpose of this position is to support the Immunization Information System Section (IIS) of the Immunization Branch. The position will manage the integration of process and technology to meet immunization program needs for immunization information system (IIS) enhancements, upgrades or replacement. This position develops systems specification based on design requirements. These specifications include computer configurations, software selection, program coding, data base management systems, data communications, security, backup and recovery procedures, and file conversion. Participates in the systems development process. This includes hardware and software installation, program coding and testing, data conversion effort, and implementation. Develops and maintains procedures for effective control over all system records. Maintains data base integrity, functional security and operational data security.

Qualifications

- Graduation from an accredited four (4) year college or university with a bachelor's degree in information technology, computer sciences, or a related field of study.
- Two and one half (2 1/2) years of progressively responsible work experience in computer systems analysis that involved the analysis, design, development implementation and review of systems for electronic processing of data.
- Ability to efficiently manage and prioritize assignments.
- Skill in adjusting to changes in priorities and quantity of workload.
- Resourceful, responsible, self-initiating and able to work effectively with minimal supervision.
- Effective in compiling and keeping appropriate records and information and ability to prepare comprehensive reports.

- Ability to develop, modify, implement, monitor, and evaluate disease surveillance data systems and other special studies.

Experience

- Two and one half (2 1/2) years of progressively responsible work experience in computer systems analysis that involved the analysis, design, development implementation and review of systems for electronic processing of data.
- The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

IIS Customer Support Specialist

Estimated Hours per Week: up to 40

Position Description

The purpose of this position is to support the Hawaii State Immunization System (HiSIS) with providing training, information, helpdesk support, and technical assistance to participating healthcare providers, users and vendors in the use of the functions, features, tools of the IIS.

Duties include but are not limited to identifying training needs of existing or new functionalities, developing training tools and materials to provide initial and ongoing training to all partners, stakeholders, and end users of the IIS; identify website needs, post updated materials and links as necessary. The position will also provide Help Desk support to respond to inquiries from private and public immunization partners, provide technical assistance to program users to resolve IIS login issues and problems with the use of the functions and features of the IIS. Staff will also conduct data cleansing activities, resolve discrepancies by contacting authorized users for information, and comparing to IIS data records. Other duties may include performing data entry of vaccination records as needed, and assist with testing and implementation of IIS functions and enhancements and newly recommended vaccine updates.

Qualifications

- Graduation from an accredited four (4) year college or university with a baccalaureate degree in health or social services related field of study. Knowledge of immunization systems, vaccines and vaccine-preventable diseases preferred.
- Strong computer, phone, customer service, and communication (written and verbal) skills are preferred
- Ability to work in a fast-paced environment and multi-task
- Must be proficient in keyboarding, grammar, and spelling

- Ability to successfully interact with external partners and internal teams.
- Analytical skills to problem solve and make informed decisions.
- Ability to work independently and make decisions under pressure.
- Knowledge and skills in training methods, including conference call and webinar to develop and implement training materials and presentations
- Must pass a criminal background check

Experience

- Experience: one and one-half years of progressively responsible experience which required a high degree of analytical skill.
- Prior experience in immunization systems or public health is preferred

IIS Onboarding Specialist

Estimated Hours per Week: up to 40

Position Description

The position is responsible for providing onboarding support of new and existing healthcare providers, schools, childcare facility staff, health plan representatives, and other stakeholders participating in the IIS.

Duties include but are not limited to: conducting outreach to existing or new providers to engage them in IIS participation, communicates and instructs providers on IIS policies, onboarding process, procedures and forms, and applies knowledge of IIS rules, policies and procedures to process provider onboarding forms to create clinics, and set up appropriate level of access to users. This position will assist in contact management to create, maintain and update provider information necessary for identifying, contacting and linking providers to data.

The position will provide Help Desk support in providing information, training and technical assistance to providers, health plans, schools, and other stakeholders on the use IIS functions, features and tools, and provide assistance in the production of training materials.

Qualifications

- Graduation from an accredited four (4) year college or university with a baccalaureate degree in health or social services related field of study. Knowledge of vaccines and vaccine-preventable diseases preferred.
- Strong computer, phone, customer service, and communication (written and verbal) skills are preferred

- Ability to work in a fast-paced environment and multi-task
- Must be proficient in keyboarding, grammar, and spelling
- Ability to successfully interact with external partners and internal teams.
- Analytical skills to problem solve and make informed decisions.
- Ability to work independently and make decisions under pressure.
- Knowledge and skills in training methods, including conference call and webinar to develop and implement training materials and presentations
- Must pass a criminal background check

Experience

- Experience: one and one-half years of progressively responsible experience which required a high degree of analytical skill.
- Prior experience in immunization systems or public health is preferred.