

Siskiyou County

Date Last Revised: 4/24/15
Bargaining Unit: MG
FLSA: Exempt
EEO: 1
Mgt. Classification: III
BM: 4109

~~Health and Human Services Behavioral Health Billing~~ / Information Systems
~~Supervisor~~ Supervisor ~~Manager~~

*The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer
We welcome applicants of any race, religion or ancestry.
For exact salary information please refer to the current salary schedule, [County website](#).*

Definition ~~DEFINITION~~

Under limited supervision, the Information Systems ~~Supervisor~~ Supervisor ~~Manager~~ plans, directs, evaluates, and is ~~the primary person~~ responsible for computerized information systems for the County department management or assigned department management in the Health and Human Services Agency; responsible for designing, overseeing and coordinating ~~the County or assigned~~ department's information and services; provides support and training for other personnel on the use of databases, computer networks, and information systems; and to do related work as required. This classification is a for cause, exempt position.

Distinguishing Characteristics ~~DISTINGUISHING CHARACTERISTICS~~

This is a supervisory level Information Systems classification. Incumbents perform a variety of complex computerized information ~~systems~~ systems and computer network development and maintenance work with minimal guidance and supervision. In addition, they are responsible for integration of internal systems with external and on-line systems, incumbent serves as the ~~primary~~ first management resource for the county or assigned department's management on the utilization and development of a variety of State and County systems. This class is distinguished from Information Systems Specialist ~~III~~ IV by the performance of a broader range of more complex work, including a higher level of responsibility for strategic planning of systems and networks and exercises a higher level of authority in serving the County or as the assigned department's ~~Department's Agency's~~ primary information systems and data processing resource to Management.

Reports To ~~REPORTS TO~~

Department Management and/or the Director of Information Technology or Deputy Director of Information Technology.
~~Deputy Director of Health and Human Services Agency, Administrative Services Division, or designee. the other assigned division.~~

CLASSIFICATIONS SUPERVISED ~~Classifications Supervised~~

Information Systems Specialist I, II, III, IV; Information Systems s Technician and other support staff as assigned.

Essential Functions ~~ESSENTIAL FUNCTIONS~~

- Supervises, plans, assigns and reviews the work of the technical information systems staff; sets job standards and evaluates job ~~performance~~ performance.
- Provides technical assistance and ~~guidance~~ guidance.
- Evaluates and plans for the information system needs of the department and prepares budget for information system ~~projects~~ projects.
- Provides recommendations and writes justifications for system upgrades and purchases of new

- hardware/software to department ~~management;~~management.
- ~~P~~Prioritizes information system ~~projects;~~projects.
- ~~p~~Performs complex work in the design, development and maintenance of computerized information systems, ~~billing information systems,~~ networks and ~~servers;~~servers.
- ~~W~~Works to resolve network and diagnoses server management ~~issues;~~issues.
- ~~I~~Interprets ~~County, State, and Federal regulations to ensure compliance when modifying systems and computer applications.~~interprets County, State, and Federal regulations to determine impact on; develops system modifications to ensure compliance with regulations;
- ~~T~~Tracks and coordinates ~~the purchase, maintenance and repair of~~ new computer equipment. ~~maintenance,~~ ~~purchases and repair requests;~~
- ~~d~~develops and directs the training ~~of on~~ applicable systems for in-house ~~users;~~users.
- ~~O~~On behalf of the ~~County or assigned department~~agency collaborates with other county entities for information sharing, system improvements and implementation of changes. ~~attends meetings and represents the Department at meetings with other County Departments and Agencies for information sharing, system improvements and implementation of changes;~~
- ~~p~~participates on a variety of information systems and related ~~committees;~~committees.
- ~~r~~represents the ~~Department County/Department Agency~~ in meetings with manufacturers, vendors, professional and business organizations.
- Works with state agencies on projects, networks, and applications.
- Provides administrative support of CWS, CARES, and CalSAWs.
- Supports EHR applications used in Behavioral and Public Health and their connections to HIEs.
- Provides reporting and database support using SQL, Power Bi, Tableau and excel.
- Performs related duties as assigned.

Knowledge of:

- Administrative principles and methods, including goal setting, program development and implementation and employee supervision.
- Applicable State, Federal and local ordinances, laws, rules and regulations.
- ~~Departmental~~County or assigned department goals, requirements, and operations.
- Operation of various types of computers and peripheral equipment.
- Principles, procedures, techniques, nomenclature, and operation of computer ~~and billing~~ systems.
- Computer equipment maintenance procedures, hardware configurations, and operating principles.
- Capabilities, limitations, characteristics, and uses of computer information systems, related hardware, various software application programs, and operating systems.

Desired Skills:

- Plan, organize, administer, review, and evaluate systems development, programming and computer operations staff and activities.
- Evaluate and interpret automated information systems from a user perspective.
- Analyze ~~departmental data~~Agency's data ~~County/Department data processing needs~~ ~~system needs~~ and requirements; identify goals, objectives, and problems; examine alternatives; develop conclusions and recommendations; and implement solutions.
- Understand and apply rules, regulations, ordinances, and legislation; keep abreast of new program regulations and legislation; and determine the impact of regulatory change on local operations and systems.
- Prepare clear and concise reports, documentation, and other written materials.
- Read and comprehend written material on a wide variety of technical subjects.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum amount of direction.
- Establish and maintain effective working relationships.
- Maintain confidentiality of information.
- Communicate clearly and concisely, both orally and in writing.

Training and Experience:

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying. A typical way, but not required, to obtain the required knowledge and skills would be:

Three (3) years of experience performing duties comparable to the Information System Specialist ~~III~~ IV

OR

Four (4) years of experience in the design, oversight, coordination and operation of a department's information systems, including professional experience in network/server administration and/or application development.

AND

Equivalent to an Associate's ~~d~~Degree or completion of an approved certificate program in computer science, information systems technology, management information systems or a related field may be substituted for up to one year of the required experience.

Special Requirements:

Employees who drive on County business as part of their job-related duties must possess a valid driver's license for the class of vehicle driven and meet automobile insurability requirements for the County

Incumbents in this classification must pass a routine background check upon accepting an offer of employment. ~~None.~~

Typical Physical Requirements~~**YPICAL PHYSICAL REQUIREMENTS**~~

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

Typical Working Conditions~~**YPICAL WORKING CONDITIONS**~~

Work is performed in an office environment, continuous contact with other staff.