



HealthVantics, LLC Job Description

Job Title: Technical Project Manager

Reports To: Director of Services & Operations

Department: IT

FLSA Status: Exempt

Duties and Responsibilities include the following. Other duties may be assigned.

- Manage internal and external resources to complete projects on time and on budget*
- Communicate with vendors and community stakeholders to manage expectations and facilitate relationships*
- Manage projects for onboarding new Data Contributors and Data Consumers*
- Maintain all appropriate project deliverables and responsibilities, including project scheduling, risk management, change management, issue management and status reporting*
- Monitor HIE project implementations for accuracy and timeliness to ensure the focus on successfully achieving the project goals including compliance with grant reporting requirements*
- Involved in evaluating the use of current and emerging database tools, reporting tools, strategies and technologies
- Other project, database, reporting, or customer communication-related activities, as assigned
- Assist in the creation, management and documentation processes for the review and evaluation of proposals; Participate in these review processes with an emphasis on testing the technical and business claims made in each proposal; When necessary, utilize 3rd party expertise to aid in the assessment and evaluation of proposals.
- Monitor HIE project implementations for accuracy and timeliness to ensure the focus on successfully achieving the project goals including compliance with grant reporting requirements for NYS and other grantors
- Oversee all aspects of project execution, including identifying and solving problems that would otherwise delay the provision of new HIE services
- The Project Manager will ultimately be responsible for the assuring the projects are delivered within budget and time constraints and with the expected value to the practices and stakeholders.
- Assist with the management of relevant ad hoc Workgroups.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. You should have a strong familiarity with New York State's healthcare environment and HIE services and products. Your ability to listen to stakeholders, understand complex issues, recognize decision points, and design and deliver creative solutions coupled with your ability to partner with a wide variety of constituencies across industries and political lines will be critical to your success. You will need strong interpersonal skills, as well as strong verbal and written communication and presentation skills. Your demonstrated experience in managing multiple projects effectively while facilitating group success will be critical to the Project Manager role. Your computer proficiency and knowledge of



interpreting information will be essential to accomplish your day-to-day tasks successfully. Personality and outlook is also an important factor. The ideal candidate is a risk taker and is open and eager to learn.

Language Ability:

Ability to read, analyze, and interpret common project planning documents, scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of database management systems and related tools and technology systems.

Education/Experience:

Bachelor's degree (B.A./B.S.) from an accredited college or university in Business or Public Administration, Economics, Health Care or related field; or equivalent combination of education and experience. We are looking for a candidate with at least five years of progressive work experience and a proven track record in the implementation and management of information technology projects. To qualify, you should have a strong background with the healthcare industry working with Health Information Exchange operations and architecture.

| TPM Skillset | Desired Experience | Required? |
|--|--------------------|-----------------|
| Healthcare IT Experience (EMR/EHR) | Minimum 5 years | Required |
| HIE Experience | | Nice to have |
| HL7 and Other Interoperability Standards | Minimum 3 years | Required |
| Interface Engines | Minimum 3 years | At least 1 tool |
| IT Project Management | Minimum 5 years | Required |

Specialized Training:

Working knowledge of HL7 and other interoperability standards, MSSQL Server, PostgreSQL, SQL Server Analysis Services, SQL Server Reporting Services, SQL Integration Services, Pentaho, Java Scripting and/or other scripting languages, JIRA/Confluence, Visio, MS Project

*Essential Function



Knowledge, Skills and Other Abilities:

- Professionalism
- Verbal and written communication skills
- Diplomacy
- Presentation skills

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.