<table>
<thead>
<tr>
<th>Job Family</th>
<th>Information Technology</th>
<th>Job Summary</th>
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<tbody>
<tr>
<td>Job Function</td>
<td>Clinical Informatics</td>
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<td>Clinical Informatics Specialist 3</td>
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| Generic Scope   | Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning. | Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action. | Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions. | Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy. | Recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. Directs programs with organization-wide impact (or may have impact beyond the University) that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level. |

| Custom Scope    | Under direct supervision, acquires skills and knowledge of professional concepts in clinical informatics to small projects or segments of projects. | Applies acquired skills and professional concepts to clinical informatics projects of small to medium size and intermediate scope and complexity. | Applies skills and experience as a seasoned clinical informatics professional to projects of medium size at all levels of complexity, or portions of large projects. | Applies advanced professional clinical informatics concepts and extensive knowledge of industry practices to projects of all levels of scope and complexity. | As a recognized clinical informatics expert, applies comprehensive knowledge of professional concepts and industry practices to lead the most complex projects of large size and scope that have critical impact throughout the medical center and / or systemwide. |

| Key Resp 01     | Under direct supervision, acquires skills and knowledge in clinical informatics to contribute to the development and deployment of basic software and tools. | Utilizes acquired skills and experience to participate in the development and deployment of moderately complex clinical informatics systems, tools, and architecture to ensure optimal use and functionality. | Works with business, technical, and clinical personnel to develop and implement complex clinical informatics solutions and to create integrated architecture to ensure optimal use of tools and components. | Collaborates with business, technical, and clinical leaders to plan, develop, implement, and analyze highly-complex clinical informatics systems, and to design integrated architecture to ensure an optimal and efficient user experience and functionality, integrity, and reliability of systems. | Collaborates with key business, technical, and clinical staff and management to strategize, plan, deploy, analyze, and evaluate the most complex clinical informatics systems and to design integrated architecture that will ensure the optimal user experience as well as the quality, functionality, and efficiency of systems. |

<p>| Key Resp 02     | Acquires teamwork and collaboration | Working with clinical informatics users | Collaborates closely with business | Serves as a technical leader in | Applies wide-ranging experience and |</p>
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<td>Key Resp 03</td>
<td>Learns to use and apply professional concepts in informatics to assist and support senior staff and management in decision making, planning, and strategic and business analysis.</td>
<td>Applies professional concepts in informatics to assist in developing and applying metrics and business analytics to support senior staff and management decision making, planning, and strategic and business analysis.</td>
<td>Works on project teams that include business and clinical staff to improve clinical informatics planning and systems and to develop metrics and analytics that support health management in making decisions for upgrades and modifications that are cost-effective, scalable, and meet present and future needs.</td>
<td>Leads project teams that include advanced business and clinical staff to improve clinical informatics results and to provide advice and sophisticated metrics and analytics to support management’s decision-making processes for systems modifications that are cost-effective, scalable, and meet present and future needs.</td>
<td>Initiates, organizes, and directs comprehensive interdepartmental projects to achieve clinical informatics goals and objectives by developing and utilizing sophisticated metrics and analytics to provide accurate, reliable usage data in support of high-level decision making processes for systems modifications, improvements, and upgrades that are cost-effective, scalable, and meet present and future organizational needs.</td>
</tr>
<tr>
<td>Key Resp 04</td>
<td>Follows procedures to perform basic testing analysis of limited scope and complexity, acquiring skills and learning relevant documentation procedures.</td>
<td>Performs quality assurance testing of moderately complex scope, helps develop SQL (Structured Query Language) queries, and follows department protocols to document design and deployment processes, workflows, and results.</td>
<td>Performs quality assurance testing of complex scope, runs SQL (Structured Query Language) queries for enhanced medical data access, and writes and maintains appropriate documentation of design and deployment processes, workflows, and results.</td>
<td>Performs highly-complex quality assurance testing, designs and runs SQL (Structured Query Language) queries for enhanced medical data access, and plans, develops, and writes documentation of design and deployment processes, workflows, and results.</td>
<td>Plans, develops, and executes the most complex and sophisticated quality assurance testing, and designs and runs SQL (Structured Query Language) queries for enhanced medical data access for cross-functional use. Plans, develops, and performs the most complex documentation and reporting of design, development, and deployment processes, workflows, and outcomes.</td>
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<tr>
<td>Key Resp 05</td>
<td>Learns to analyze basic problems and provide simple support, troubleshooting, and problem solving for clinical informatics end-users.</td>
<td>As assigned, provides system support, troubleshooting, problem solving and instruction for clinical informatics users.</td>
<td>As necessary, provides support, troubleshooting, problem solving, and instruction for clinical informatics users and participates in curriculum development for user training.</td>
<td>As a technical leader and information resource, may provide support, troubleshooting, and problem solving at an advanced level, and may produce and deliver user training curricula.</td>
<td>Serves as an expert resource in industry policies and best practices, and, as required, applies broad expertise to perform high-level function in support, troubleshooting, and training on the most complex issues and problems.</td>
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**Job Family**
Information Technology

**Job Function**
Clinical Informatics

**Category**
Professional

**Job Summary**
Involves the development and implementation of the organization's information systems and tools that are applied to clinical information. Works closely with clinicians across all hospital / healthcare departments to optimize effective use of systems. Coordinates analytical support for health management, including profiling, health economics, and business analytics / performance metrics. Defines systems and applications to support various functions. May provide customer service, troubleshooting and maintenance.

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<td>Key Resp 15</td>
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**Education 1**
Bachelor’s degree in health care information technology, computer science, or related area, and / or equivalent combination of experience / training.

**Education 2**
Bachelor’s degree in health care information technology, computer science, or related area, and / or equivalent combination of experience / training.

**Education 3**
Bachelor’s degree in health care information technology, computer science, or related area, and / or equivalent combination of experience / training.

**Education 4**
Bachelor’s degree in health care information technology, computer science, or related area, and / or equivalent combination of experience / training.

**License 1**
Must pass a background check.

**License 2**
Must pass a background check.

**License 3**
Must pass a background check.

**License 4**
Must pass a background check.

**Cert 1**
Must pass a background check.

**Cert 2**
Must pass a background check.

**Cert 3**
Must pass a background check.

**Cert 4**
Must pass a background check.

**Spec Cond 1**
Must pass a background check.

**Spec Cond 2**
Must pass a background check.

**Spec Cond 3**
Must pass a background check.

**Spec Cond 4**
Must pass a background check.
**Job Level**

**KSA 01**

**Basic knowledge of clinical informatics issues, and the concepts, practices, and policies involved with patient care and electronic medical data management.**

**Intermediate**

Working knowledge of clinical informatics issues, including controlled terminology, clinical workflows, user interface optimization, and knowledge of clinical informatics specialty areas.

**Experienced**

Broad and/or in-depth knowledge of 1-2 areas of focus in clinical informatics specialty areas.

**Advanced**

Broadly encompassing or highly in-depth knowledge of 1-2 areas of focus in clinical informatics specialty areas.

**Expert**

Expert knowledge of clinical informatics operations, including controlled terminology, clinical workflows, user interface optimization, and knowledge of clinical informatics specialty areas.

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**KSA 02**

**Basic knowledge of relevant clinical informatics software and technology, and the concepts, principles, and policies involved with patient care and electronic medical data management.**

**Intermediate**

Working knowledge of all relevant clinical informatics software, technology, and the concepts, principles, and policies involved with patient care and electronic medical data management in the UC health care system.

**Experienced**

Thorough knowledge of all relevant clinical informatics software and technology, and the concepts, principles, and policies involved with patient care and electronic medical data management in the UC health care system.

**Advanced**

In-depth knowledge of all relevant clinical informatics software and technology, and the concepts, principles, and policies involved with patient care and electronic medical data management in the UC health care system.

**Expert**

Demonstrated expertise in all relevant clinical informatics software and technology, and the concepts, principles, and policies involved with patient care and electronic medical data management in the UC health care system.

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**KSA 03**

**Detail oriented, with basic organizational skills and the ability to manage time efficiently, prioritize tasks, complete assignments, and consistently meet deadlines.**

**Intermediate**

Detail oriented, with demonstrated organizational skills and the ability to manage time efficiently, prioritize tasks, complete projects, and consistently meet or exceed deadlines.

**Experienced**

Detail oriented, with proven ability to effectively manage time, see projects through to completion, organize competing priorities, and effectively address complex, urgent issues as they arise.

**Advanced**

Advanced organizational and project management skills, with the ability to lead a team, prioritize tasks, and see projects through from inception to completion on schedule.

**Expert**

Highly-developed skills and expertise in project management, with demonstrated ability to plan and lead teams, prioritize tasks, and direct projects successfully from inception to completion on task and on schedule.

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**KSA 04**

**Basic interpersonal and customer-service skills, with the ability to work effectively with cross-functional staff in clinical departments.**

**Intermediate**

Demonstrated interpersonal and customer-service skills to work productively with interdepartmental staff and provide support to clinical providers and other staff involved with clinical informatics, patient care, and health care management.

**Experienced**

Strong interpersonal skills, with the ability to collaborate productively, work in a team environment, and to train and support clinical informatics users at all professional and technical levels throughout the medical center.

**Advanced**

Advanced interpersonal communications skills, to convey highly technical information and instructions to all levels of clinical users in a clear and concise manner, to provide technical support, and to develop and deliver training materials as needed.

**Expert**

Expert proficiency in interpersonal communications to convey highly technical information and instructions, develop and deliver training materials as needed, and collaborate productively with business and technical staff, clinical users, management, and key stakeholders at all professional and technical levels.

---

**KSA 05**

**Basic problem-solving and troubleshooting skills, with the ability to work both independently and collaboratively to identify potential problems and develop multiple options for effective and timely resolution.**

**Intermediate**

Demonstrated problem-solving skills, with the ability to quickly diagnose problems and develop multiple options for effective and timely resolution of complex issues, quickly diagnose problems, and develop, test, and implement appropriate and effective solutions in a productive manner.

**Experienced**

Strong problem-solving skills, with the ability to quickly diagnose problems, and develop, test, and implement appropriate and effective solutions in a productive manner.

**Advanced**

Ability to apply advanced problem-solving skills to issues of the most complex nature, to quickly diagnose problems, and to develop, test, and implement appropriate and effective solutions in a productive manner.

**Expert**

Ability to apply expert-level problem-solving skills to issues of the most complex nature, to quickly diagnose problems, and to develop, test, and implement appropriate and effective solutions in a productive manner.
Job Family: Information Technology  
Job Function: Clinical Informatics  
Category: Professional

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Involves the development and implementation of the organization’s information systems and tools that are applied to clinical information. Works closely with clinicians across all hospital / healthcare departments to optimize effective use of systems. Coordinates analytical support for health management, including profiling, health economics, and business analytics / performance metrics. Defines systems and applications to support various functions. May provide customer service, troubleshooting and maintenance.

**Job Level**
- Entry
- Intermediate
- Experienced
- Advanced
- Expert

**KSA 06**
- Basic knowledge of systems and procedures for documentation and for conducting simple quality assurance testing and queries.
- Working knowledge of departmental systems and protocols for documentation and reporting, with the ability to run queries, collect, analyze, and interpret relevant data.
- Strong analytical skills and knowledge in documentation and reporting, with the ability to select and run queries, collect and analyze system performance data, and produce substantive reports and analyses.
- Advanced analytical skills and expertise in documentation and reporting, with the ability to apply metrics, design and run queries, collect and analyze performance data, and produce sophisticated reports and analyses.
- Demonstrated analytical skills and expertise in documentation and reporting, with the ability to develop and apply metrics, evaluate new systems and releases, run complex queries, extract and analyze complex performance data, and produce comprehensive reports and analysis for use by key staff and management across departments.

**KSA 07**
- Ability to work with senior staff and managers in clinical information technology, health care management, and business analytics, serving as a technical resource and providing advice and counsel on issues of functionality, efficiency, cost-effectiveness, policy, and performance.
- Advanced ability to serve as a technical leader and information resource, and to work collaboratively with senior staff and management across departments, providing advice, counsel, and analysis on issues of policy, functionality, system efficiency, upgrades, business analytics, and industry advances and trends.
- Demonstrated ability to serve as an expert resource with broad industry knowledge, to lead teams and work effectively with key personnel and management, and to provide advice and counsel on optimal strategies and policies for improving quality, efficiency, and functionality of clinical informatics programs.

**Environment**
- Health care (hospital, clinical, classroom setting or similar environment as the role requires.)
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**Career Path 1**
- Clinical Informatics Specialist 2
- Clinical Informatics Specialist 3
- Clinical Informatics Specialist 4
- Clinical Informatics Specialist 5
- Clinical Informatics Manager 1

**Career Path 2**
- Clinical Informatics Supervisor 2
- Clinical Informatics Manager 2
### Job Summary

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