At Community Medical Centers, we're boldly moving forward – growing to meet the ever-changing needs of the dynamic communities we serve. Like many hospitals, ours is not-for-profit – but what sets us apart is that we're also locally owned. That means the money left after we meet operating costs is invested back into improving health care services for the local community. We're financially sound and our facilities are adding new technology and undergoing exciting expansion projects. That means we're able to offer an exceptional variety of ways for you to grow – both in the way you do your job as a health care professional, and in the way you live your personal life as well.

Community Medical Centers is the region's largest private employer, providing jobs for over 7,000 employees, including 2,400 nursing staff. The Community family also includes more than 1,000 affiliated physicians, over 700 volunteers, and more than 300 medical and dental residents from the UCSF Fresno Medical Education Program and University of the Pacific's School of Dentistry. If you share our passion for providing the highest quality health care for each and every patient, consider a career with Community Medical Centers today.

JOB SUMMARY

This is the first of a three level job series that provides clinical analysis support, including analyzing and documenting clinical processes, developing and documenting technical requirements, translating user requirements for development teams, participating in system planning, and participating in vendor product identification/due diligence/selection.

Through formal and on-the-job training, position incumbents develop their skills in and functional clinical and systems application knowledge of managing Information System development projects. Upon completion of training, incumbents are able to perform basic clinical consulting responsibilities, and participate in the on-going support, development and/or improvement of information technology solutions.

ESSENTIAL ACCOUNTABILITIES

- Respond to user requests and manage basic, short to intermediate term projects. Continually enhance and maintain knowledge of and skills in related technologies.
- Consult with users to identify, analyze, refine, and document clinical requirements.
- Review operational procedures and methods, map current clinical processes, define and analyze clinical activities, identify best practices, and recommend improvements.
- Develop conceptual design documents including project definition, alternative solutions, scope of work, functional specifications, and logical designs for new systems.

- Lead and prepare project scope and plans. Develop and maintain project schedules and produce reports, documentation, and status updates.
- Serve as the liaison between the end user and information systems, functioning as a Subject Matter Expert (SME) in translating requirements for development and/or project teams.
- Identify requirements for testing, and develop test plans and scripts. Coordinate testing activities.
- Adhere to established standards and maintain currency in clinical analysis practices, procedures, and techniques.
- Determine appropriate actions in emergency situations to ensure data is secure and available for use.

<u>EXPERIENCE AND EDUCATION</u>

Minimum Required: Bachelor's Degree in Business Administration, Nursing or related field.

Preferred: Two years of analytical and/or technical experience in clinical information systems.

If you are interested in our opportunity or would like to hear more, please feel free to email your resume and contact me (Chris Hagans) at chagans@communitymedical.org or 559-324-6824.