

Washington Management Service (WMS) Position Description

For assistance completing this form, contact your WMS Coordinator.

Position Information		
Position Title: Data Exchange Manger	Position Number/Object Abbreviation: 71096534	
Incumbent's Name (If filled position):	Agency/Division/Unit: OIT/DMI	
Address Where Position Is Located: Home-based	Work Schedule: Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisor's Name and Title: Michelle Campbell, Director – Center for Data Modernization & Informatics (71066938)	Supervisor's Phone: (360) 236-4241	

Organizational Structure
Summarize the functions of the position's division/unit and how this position fits into the agency structure (attach an organizational chart).
<p>The Department of Health's (DOH's) mission is to protect and improve the health of all people in Washington. To achieve this mission, the department must collect, analyze and interpret data and turn these data into information which can be used by program staff, policy makers, and the public. Informatics synthesizes the theory and practices of computer science, information sciences, and behavioral and management sciences into methods, tools and concepts that lead to information systems that impact health. When applied to public health, informatics can be used to enable effective monitoring and surveillance, support improved decision-making, and improve population health.</p> <p>The Executive Office of Innovation and Technology (OIT) will ignite curiosity in employees and fuel a passion for discovery, experimentation, and critical thinking. OIT leads the following areas of focus: Innovation, Data and Informatics, and Technology. Within the Technology focus there are three main areas, IT Operations (Health Technology Solutions), Enterprise Architecture and Information Security.</p> <p>This position is in the OIT Center for Data Modernization & Informatics. The primary purpose of the Data Exchange Program is to ensure data are collected, analyzed, interpreted, and shared with partners in an efficient and timely manner. This position reports to the Director of Informatics.</p>
Position Objective
Describe the position's main purpose, include what the position is required to accomplish, and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.
<p>The Data Exchange team supports notifiable conditions reporting, electronic laboratory reporting (ELR), and electronic case reporting (eCR) of more than 60 of Washington State's approximately 80 notifiable conditions. These responsibilities directly support the agency's transformational health priority areas of Health and Wellness, Health Systems and Workforce Transformation and Emergency Response and Resilience. It also impacts the Environmental Health priority area via lead lab results and Global and One Health.</p> <p>This Data Exchange Manager (WMS2) position serves in a leadership and managerial role as a public health informatics subject matter expert regarding public health programs and in the development, maintenance, operation, enhancement, and configuration of data systems and informatics capabilities to address the needs of the Department of Health and in service to the 35 Local Health Jurisdictions, 29 federally-recognized Tribes, and other public health and healthcare sector partners across Washington State.</p>



Incumbent may contribute to development of agency-wide architectures, use of data standards, and solutions to issues of security and confidentiality, integration, and interoperability. This position provides leadership on and oversees complex scientific and informatics assessment to support public health policies and practices, including community health improvement, decision support, and stakeholder engagement.

Assigned Work Activities (Duties and Tasks)

Describe the duties and tasks, and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see [Essential Functions Guide](#).

Duty: Provides strategic leadership (planning, budget, oversight) for the data exchange section and applies theoretical and practice-based expertise in the procurement, design, development, implementation, evaluation, management, and continuous improvement of disease reporting public health information systems (focused primarily on electronic lab and case reporting) to support prevention and health promotion activities of the agency, public health programs, and surveillance and disease reporting, enabled by effective application of technology.

Tasks include:

- Proposes, initiates, and oversees as an expert in the design and implementation of public health information systems and programs
- Plans and oversees the implementation, development, enhancement and maintenance of one or more health information systems including ensuring compliance with DOH policies; state and federal laws and regulations (specifically the State Board of Health's notifiable conditions rules)
- Plans and oversees the processes to onboard partners who are exchanging data with our systems.
- Oversees development of use cases, business process documentation, workflow analyses for information system development, and manages resources for assigned areas of public health practice
- Leads engagement with stakeholders to assess, manage, and communicate changes that are direct and indirect results of public health informatics activities
- Provides guidance as an expert on HL7 and/or other public health standards and oversees distribution of training to public health informatics system users and stakeholders
- Evaluates system usage and function, identifies barriers, and proposes solutions
- Evaluates work processes, data attributes, and system attributes
- Disseminates scientific and public health information through writing, editing, and submitting reports and articles to internal and scientific publications, and the presentation of seminars, conferences, and lectures, and in a variety of training, educational and scientific settings including State and national meetings; engages in teaching and training of health professionals; prepares public health education materials and gives presentations, advice, and information to constituent groups including broadcast and print media, and the general public;
- Collaborates with a broad spectrum of public health constituents and participants including federal, state, and local public health officials, as well as government officials, national organizations, private individuals, and senior researchers in academic settings.

Duty: Conceptualizes and directs management and analysis of public health data for notifiable conditions related systems

Tasks include:

- Participates in national and federal workgroups to develop new guidance for notifiable conditions data exchange and to align our work with best practices including groups like CSTE and APHL.
- Liaison to other state peers for notifiable conditions data exchange including interstate data sharing.
- Sets the strategic direction for the administration of section data set(s), including responsibilities related to data quality evaluation and improvement
- Provides daily operational leadership
- Reviews and approves the analyses and interpretations of data for reports and presentations, and makes recommendations based on analyses
- Oversees complex data analysis work including ad-hoc analysis, data mining, extraction and transformation, processing of complex data sets, and the creation of analytic datasets



Duty: Provides public health informatics knowledge and data exchange or system specific knowledge to program areas

Tasks include:

- Provides public health informatics knowledge related to data exchange, data management, analysis and reporting, and recommendations related to public health data
- Provides strategic support and public health informatics knowledge to support program teams in the areas of data analysis, protocols, technical presentation and documentation, and response to informatics inquiries

Duty: Performs supervisory duties

Tasks include:

- Monitors workload and ensures operations of mission critical functions.
- Evaluates and monitors performance including providing regular feedback
- Performs hiring as needed to ensure the data exchange section is properly staffed
- Creates training plans for staff and looks to ensure succession planning is done

Duty: Performs other duties as assigned

Tasks include:

- Conducts or supports special projects or research as needed to study or resolve epidemiology, data system, and informatics issues.

Accountability – Scope of Control and Influence

Provide examples of the resources and/or policies that are controlled and influenced.

- Identifies and presents solutions for cross-division data exchange issues/barriers
- Proposes data interoperability and sharing policies to agency leadership.
- Leads the administrative coordination of the Data Exchange HIE activities in funding requests.
- Maintains collaborative partnerships with internal and external stakeholders and trading partners to advance our work.

Describe the scope of accountability.

This position will report to the Deputy Director of the Center for Data Modernization and Informatics and engages frequently with all offices and division executive leaders. This position will be accountable for helping to coordinate data exchange across the agency, including partnering with the Center for Technology Operations regarding the leveraging of Rhapsody and the state HIE.

Describe the potential impact of error or consequence of error (impacts unit, division, agency, state).

This position manages the federal funding for ELR and eCR which includes 24 FTE and \$10 million in funding over 2 years. Mismanagement of these funds could result in the state needing to pay funding.

ELR and eCR are mission critical for agency, LHJ and tribal response to notifiable conditions outbreaks and surveillance. This position ensures the agency meets statutory requirements and that data comes in so outbreaks can be properly contained and harm to the public mitigated.

Financial Dimensions

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

Operating budget controlled.

\$10 million over 2 years.

Other financial influences/impacts.



- Coordinates activities and tracks section funds are spent. Tracks the budget/workplan and ensures federal reporting requirements associated with funding are met.
- Reviews Data Exchange budgets for accuracy and completeness.
- Ensures vendor contracts and procurements are eligible and in line with federal standards, scope, and reimbursement.

Supervisory Responsibilities

Supervisory Position: Yes No

If **yes**, list total full-time equivalents (FTE's) managed and highest position title.

This position directly supervises the electronic lab reporting and case reporting teams. This includes 3 direct reports (2 Senior Epis and 1 Epi 3) and additional 18 staff.

Decision Making and Policy Impact

Explain the position's policy impact (applying, developing, or determining how the agency will implement).

This position will work to coordinate all the work occurring throughout the agency around electronically receiving notifiable conditions data from external partners. Electronically exchanging data with partners is critical to ensuring the agency will be able to do our work efficiently and effectively in the future. This work involves accepting, validating, and processing electronic data so it can be loaded into existing data systems. This position will coordinate and lead this complex work being performed by staff from a variety of programs across the agency. This position will identify policy issues around electronic exchange of data; prepare policy briefings with recommendations; and present policy briefings to decision makers.

Is the position responsible for making significant recommendations due to expertise or knowledge? If yes, provide examples of the types of recommendations made and to whom.

This position is responsible for making significant recommendations to senior leadership regarding the use of federal funds for data exchange and interoperability with clinical partners.

Examples of recommendations include:

- Deciding which data exchange work meets the criteria for federal funding.
- Proposing data interoperability and sharing policies and processes to harmonize differences between program areas using the Health Information exchange.
- Recommending to division leaders for approval any data interoperability/sharing standards/policies

Explain the major decision-making responsibilities this position has full authority to make.

This position will answer questions from and make recommendations to healthcare providers and hospitals on data exchange formats, transport, and federal incentive programs. This person will need to use judgment, knowledge, and experience to advice and direct work and agency policy to align with this complex federal program

Describe whether decisions are of a tactical or strategic nature and how decisions are made. For example, is there known precedent, is it somewhat unfamiliar, or unknown and unexplored?

This position is relied upon for both tactical and strategic planning regarding division processing and messaging of highly confidential personally identifiable information and health care data. This position uses technical judgment on a daily basis, which includes nationally established policies and procedures.

What are the risks or consequences of the recommendations or decisions?



The decisions made by this position are critical, because any poor decision that leads to a failed exchange of data that is critical for core public health functions like case investigation, contact tracing and surveillance will likely result in complaints to the Secretary of Health.

Poor decisions made by this position will also have significant ramifications for the division since electronic data exchange is the new method by which many systems will receive most data into the future. If this program is not successful, the agency will receive less data in a slower manner.

Qualifications – Knowledge, Skills, and Abilities

List the education, experience, licenses, certifications, and competencies.

Required Education, Experience, and Competencies.

- Four (4) or more years of experience working in a healthcare or public health setting.
- Two (2) or more years of experience as a project manager or equivalent coordination role managing federal grants or funding and reporting requirements compliance with demonstrated responsibility for program or project budgeting and contracting.
- One (1) or more year of experience doing public health informatics work.
- Experience managing a dynamic and high-performance team in a complex environment.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills
- Excellent organizational skills and the ability to multi-task; detail oriented
- Knowledge of federal financing
- Intermediate-level experience using MS Outlook, Word, and Excel

Preferred/Desired Education, Experience, and Competencies.

- Master’s Degree in Public Health, Health Informatics, Health Policy, Health Administration, Information Technology, Public Administration or completion of a public health informatics training program.
- Expert knowledge of the public health and EHR systems, notifiable condition reporting, syndromic surveillance, laboratory information systems, electronic health records systems, and Health Level 7 (HL7) messaging.
- Experience working with confidential and sensitive information.
- Comfort with working in a virtual team.

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

Working Conditions

Work Setting, including hazards:	This position is fully remote with potential travel to conferences, training and or main offices in Washington State. Home setting should be setup to support ergonomics.
Schedule (i.e., hours and days):	This position is classified as overtime exempt and will require the incumbent to occasionally work more than 40 hours per week to support deadlines. The incumbent for this position must be willing and able to work evenings and weekends as needed to meet critical project schedules.
Travel Requirements:	On occasion, this position may be required to travel to field offices and meetings that are out of the area.



Tools and Equipment:	This position will utilize office productivity tools including laptops, PDs, tablets, smart phones, Microsoft office suite (word, excel, visio, project, etc.)
Customer Relations:	This position communicates and interacts with executive management, managers and other professionals within the Department and across the state. Additionally, this position interacts with technology vendors (hardware, software, and services) and external partners as required.
Other:	This position must be able and willing to work in the agency's emergency operations center if and when it is activated.

Acknowledgement of Position Description	
The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.	
Date: 2/21/2023	Supervisor's Signature (required): /s/ Michelle Campbell
Date: 2/21/2023	Appointing Authority's Name and Title: Rachel N. Johnston, Deputy Chief Information Officer (DCIO) Signature (required): /s/ Rachel N. Johnston
As the incumbent in this position, I have received a copy of this position description.	
Date:	Employee's Signature:

Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.

