STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

209 E. Musser Street, Room 101 │ Carson City, Nevada 89701
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MEMORANDUM
HR#21-16

March 11, 2016

TO: DHRM Listserv Recipients

FROM: Peter Long, Interim Administrator *Peter Long*
              Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Rachel Baker at rbaker@admin.nv.gov no later than April 8, 2016.

If no written objections are received in this office by April 8, 2016, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #30-16
Posting Expires: April 8, 2016

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
7.640	Health Information Technology Project Manager	41	B	*7.640*	*Health Information Technology Project Manager*	*41*	*B*

Basis for Recommendation

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Health & Human Services, Division of Health Care Financing & Policy and Division of Human Resource Management, it was determined that the class specification for Health Information Technology Project Manager be amended to account for the addition of the Affordable Care Act, minor changes in verbiage and the education required.

As a result of these changes minor modifications to the duty statements were made.

Also, it is recommended that verbiage related to the Master's degree from an accredited college or university be removed as it creates a barrier to recruitment of Information Technology professionals and other Business Management professionals. When this series was originally created, it was to align with the Administrative Services Officer Series (specifically the Administrative Services Officer III, 7.216, grade 41) which only details the need for a Bachelor's degree for education at all levels. In addition, all levels of the IT Professional, Management Analyst and Business Process Analyst series' also only list the need for a Bachelor's degree for education.

These changes required no modifications of either the entry level or full performance knowledge, skills and abilities.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes. If approved, the effective date of the class specification will be March 1, 2016.

Note: Changes, additions and/or deletions on the class specification are noted in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by April 8, 2016. Objections should be addressed to Rachel Baker, Supervisory Personnel Analyst, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: March 11, 2016

CLASS SPECIFICATION

<u>TITLE</u>   <u>GRADE</u>   <u>EEO-4</u>   <u>CODE</u>

HEALTH INFORMATION TECHNOLOGY PROJECT MANAGER   41   B   7.640

[Under administrative direction of the Department of Health and Human Services Director,] *Within the Department of Health & Human Services, Division of Health Care Financing & Policy,* the incumbent serves as the project manager to expand the use of [health care technology information] *Health Information Technology (HIT)* in Nevada and build a sustainable mechanism for *the exchange of* health information. [exchange.]

Maintain a current knowledge of grant requirements and criteria for the American Recovery and Reinvestment Act [of 2009] (ARRA)*, Affordable Care Act (ACA) and/or other* grants for [health information technology (HIT)] *HIT,* as well as*,* knowledge of other opportunities for funding within related program areas. Maintain current knowledge of emerging federal policy requirements for health information exchange projects.

Work cooperatively with health care providers, consumer organizations, health plans, technology vendors, health care purchasers, public health agencies, health profession schools, clinical researchers, and health information technology committees on privacy, health information exchange, and data reporting issues to identify existing resources, needs, commonalities of interest, and project priorities.

Develop a plan, in conjunction with stakeholders, which prescribes the activities to be carried out to facilitate and expand the electronic movement and use of health information among organizations according to nationally recognized standards and implementation specifications and which is consistent with the federal HIT strategic plan.

Coordinate the selection of and work with a professional grant writing team to prepare [ARRA] health information planning and implementation grant applications. Participate in the preparation, maintenance and monitoring of grants and budgets and other required documentation.

Solicit applications and award sub-grants for activities to facilitate and expand the electronic movement and use of health information; identify available state or local resources to promote health information technology; complement other federal grants, programs and efforts; promote effective strategies to adopt and utilize health information technology in medically underserved communities; encourage clinicians to work with HIT regional extension centers; provide technical assistance for the development and dissemination of solutions to barriers to the exchange of electronic health information.

Implement strategies to ensure deliverable schedules are met; hold regular meetings, monitor risks, and implement a quality management process. Provide briefings to various groups on all aspects of the project.

Provide support to [the Blue Ribbon Commission on ARRA health information technology and other] HIT related committees; coordinate and facilitate meetings; research issues; respond to inquiries and prepare informational materials.

Review and provide content for the State health information technology website.

May supervise subordinate professional and support staff.

Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: [Master's degree from an accredited college or university in business administration, public administration, management information systems, public health, health care, psychology, social work or related field and four years of professional experience which included analyzing business processes; participating in the planning, development, or implementation of information technology systems; managing large projects; grant writing and grant administration; facilitating meetings; collaborating with a variety of entities such as stakeholder groups, boards or governing bodies; researching, interpreting and explaining technical information such as laws, regulations and requirements; **OR]** Bachelor's degree from an accredited college or university with a major in business administration, public administration, management information systems, public health, health care, psychology, social work or related field and five years of professional experience which included analyzing business processes; participating in the planning, development, or implementation of information technology systems; managing large projects; grant writing and grant administration; facilitating meetings; collaborating with a variety of entities such as stakeholder groups, boards or governing bodies; researching, interpreting and explaining technical information such as laws, regulations and requirements; **OR** an equivalent combination of experience and education *as described above.* [above the Bachelor's degree level.]

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: information systems technology, concepts, and applications; the integration of data systems; business analysis and planning processes; group facilitation methods; program and policy development on state and national levels; health information technology planning and implementation; HIPAA privacy requirements; current issues regarding health information exchange; management of federal grants; project management within a business environment. **General knowledge of:** the state's health care environment and the various stakeholders impacted by state-level health information exchange; national standards for electronic health records.   **Skill in:** organization and self-motivation; consensus building; analysis of technical information. **Ability to:** develop adoption and communication strategies for various stakeholder groups; foster collaboration among diverse stakeholder populations; read, interpret and apply legal and technical documents; research and write effective grant proposals; prepare technical reports, publications and various other materials; provide information effectively orally and in writing; make clear and convincing oral presentations; gain compliance from grantees with reporting and funding requirements; plan, organize and direct projects; establish work methods and standards; collect and document user requirements; establish and maintain cooperative relationships.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: Nevada Revised Statutes and Nevada Administrative Code governing assigned areas of responsibility; current computer technology and trends related to health care; state and local health care systems; Medicaid program as related to health information technology. **Ability to:** explain difficult concepts to non-technical people; evaluate requests for proposals based on HIT project requirements.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.640

ESTABLISHED: 9/21/09UC
REVISED: 3/1/16R
4/8/16UC