



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: ELECTRONIC HEALTH RECORDS SPECIALIST (Provisional* Appointment)

SALARY: \$35,701 - \$45,796 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This position located in the Monroe County Department of Public Health is responsible for developing and supporting a program of public health reporting, implementing a computerized database to track and update county-wide health data and records. Work involves conversion of Public Health software to an Electronic Health Record system. The employee reports directly to, and works under the general supervision of a Senior Data Manager or other higher-level coordinator or supervisor. General supervision may be exercised over a subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Health Information Technology, Health Informatics or a closely related field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Information Technology, Computer Science or a closely related field; plus one (1) year paid full-time or its part-time equivalent professional** experience in support of a health care organization's data integrity, OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Health Information Technology, Health Informatics or a closely related field plus two (2) years paid full-time or its part-time equivalent professional** experience in support of a health care organization's data integrity; OR,
- (D) Certification from the American Health Information Management Association as a Registered Health Information Technician; OR,
- (E) Any equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

**Professional experience does not include clerical, secretarial or receptionist duties.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B
ROCHESTER, NY 14620

Posting Date: February 19, 2015

Posting Deadline: March 5, 2015

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.