Senior Technical Analyst Position Description

Background

The American Immunization Registry Association (AIRA) is a 501(c)(3) nonprofit membership organization that promotes the development and implementation of immunization information systems (IIS) as an important tool in preventing and controlling vaccine preventable diseases. The organization provides a forum through which IIS programs and interested organizations, individuals and communities combine efforts, share knowledge, and promote activities to advance IIS and immunization programs. A strong, unified voice for standards, policy and funding, AIRA is a resource for data exchange standards development, information sharing, education and training.

In 2015, AIRA launched a community-driven Measurement and Improvement Initiative with the goal of providing IIS with information and guidance to more fully align with the IIS Functional Standards. The project connects AIRA testing processes with IIS pre-production (or test) systems, and shares results through an application known as the Aggregate Analysis Reporting Tool (AART).

AIRA is connected to and tests with a growing number of IIS interfaces, and more than 85% of the IIS community's pre-production systems participate in this initiative. The data available are helping to guide individual IIS enhancements to align with standards, and AIRA is seeing significant improvements in interoperability between IIS and electronic health record (EHR) systems across the country. Technical assistance and consultation are available for IIS staff from the AIRA Team on the results of this testing.

Job Responsibilities

AIRA is seeking a Senior Technical Analyst with documented leadership experience to assist with planning, analyzing, and providing technical assistance relating to the Measurement and Improvement Initiative.

The person in this position will be part of the Standards Team within AIRA and will work in various capacities. The following projects represent the most significant components currently underway:

- Planning for measurement strategies, methods, and approaches
- Conducting measurement and analysis on various IIS capabilities and functions
- Providing technical assistance to IIS Programs and IIS Vendors in support of the Measurement and Improvement Initiative, as well as broader functional areas.

AIRA is looking for a team player who will demonstrate drive and initiative. The successful candidate will possess a positive, optimistic, can-do attitude and have demonstrated problem-solving skills, a strong work ethic, and the ability to work independently in a fast-paced environment.

Summary of Duties:

Focus Area	Duties	% of time
Planning for measurement methods	• Discuss, research, and inform strategies and approaches for quantitatively and qualitatively measuring IIS functions and performance	15%
Technical Assistance, Measurement & Improvement	• Provide programmatic and operational technical assistance, both proactively and responsively, to IIS regarding data analysis and standards alignment as part of the Measurement and Improvement initiative • Provide or assist with the provision of direct technical assistance related to HL7 V2 messaging	25%
Technical Assistance, Subject Matter Expertise	• Provide programmatic and operational technical assistance to IIS regarding onboarding, testing, and operationalizing data exchange and data use opportunities.	20%
Analysis	• Analyze and develop trend reports quarterly, annually, and as needed. • Develop and present data visualization models to tell a "story" with available data. • Use a variety of tools (Excel, Tableau, etc.) to present findings and information.	20%
Technical Writing	• Oversee the development of guidance documents and materials, including scoping, outlining, drafting, editing, assimilating comments, finalizing and publishing final versions.	15%
Other	• Other duties as assigned.	5%

Knowledge

The ideal candidate will have knowledge of the following areas:

1. Broad technical, clinical, and public health knowledge of immunizations and immunization information systems functions and capabilities

2. The software development lifecycle and large database management knowledge

3. Cursory working knowledge of data exchange, HL7 V2 and/or FHIR preferred

Experience & Qualifications

- Minimum of 5 years of increasingly responsible professional experience as a manager or supervisor in public health, healthcare or information technology.

- Master's Degree in Public Health or related field is preferred, with a bachelor's degree in a related field (public health, health administration, computer science, informatics, etc.) as a minimum requirement.

- Prior work experience in data analysis is highly desired.

Ability to:

- Understand and resolve complex issues, complaints, or problems.

- Assure efficient and timely completion of program projects and activities.

- Maintain sensitive data in a confidential manner.

- Change direction and re-prioritize in response to evolving situations.

- Create graphics and visuals from data.

- Delegate tasks and train others when needed.

- Prioritize conflicting needs; handle tasks and requests expeditiously and proactively; and follow-through on projects to successful completion, often with deadline pressures.

- Demonstrate interpersonal skills such as diplomacy, patience and politeness.

- Emulate the style, philosophy, and persona of the organization with a positive and professional approach.

- Establish and maintain cooperative and effective working relationships with others and coordinate across groups of people.

- Work independently with little or no supervision.

- Work in a remote/virtual office environment.

- Travel (approximately 1-2 times a month).

- Pass a background and reference check.

Possess:
- A passion for public health and the immunization field.

- Working knowledge of project management techniques and tools.

- A solid track record of meeting deadlines and being responsive.

- High level writing, editing, and communications skills, including the ability to communicate with both health professionals and lay public in both verbal and written communications, reports, articles, and other documents.

- Change management skills, including stellar communication skills and ability to build strong relationships.

- Outstanding time management skills.

- Initiative to conceive, test and implement new ideas to improve the success of the organization.

- A valid driver's license and car (including insurance).

- Expert knowledge of Microsoft Word, Excel, Power Point, Outlook, OneNote, etc.

Other Relevant Information
- This position is full-time with benefits

- Headquarters are in Washington, DC, but this position will work remotely (telecommute)

Application Process
Applicants must complete and submit an application packet consisting of:
1. AIRA Job Application

2. Cover letter

3. Resume

4. Writing sample – applicants must submit a writing sample that demonstrates a command of the English language.

All forms must be compiled into one electronic document and submitted in PDF FORMAT ONLY. Title application as follows: *Senior Technical Analyst – [applicant's last name] June 2020* Electronic applications will only be accepted for this position. Send complete application

package to admin@immregistries.org. Applications that do not include the requested information in the correct format may not be considered.

Submission Deadline

The deadline for the submission of applications is June 19, 2020. Consideration of applicants will begin immediately upon receipt of application.