GENERAL DESCRIPTION OF CLASS

The purpose of the class is to manage CIBH information systems and supervise others as directed. The class is responsible for information system goals and objectives, analyzing and synthesizing information, developing and implementing data and procedures, planning activities, supervising staff, and responding to inquiries. The class works plans, organizes, and develops operational policies and guidelines; independently plans and implements projects; reports progress of major activities to executive level administrators and regulatory agencies through reports and meetings. This position will act as the CIBH Security Officer.

- Manages information system operations by coordinating with executive management to determine requirements; establishes work or project schedules, monitors projects, and reports on significant activities and events.
- Responsible for strategic planning of information systems needs to assist the agency in meeting CIBH goals and objectives.
- Interprets policy and establishes methods and procedures for acquiring, installing, testing, operating, and maintaining complex systems that require extended training and experience, such as information systems and the application of customized software, other complex software or systems; may involve installation and testing; prepares specifications or contracts for goods and services.
- Supervises staff including selecting or recommending selection, training, and assigning and evaluating work, counseling, disciplining and terminating or recommending terminating.
- Responsible for network administration, midrange system administration, procurement of all agency hardware and industry specific software to comply with federal and state behavioral health system reporting requirements.
- Oversees information system administration such as system documentation, configuration management, back up, security, access, virus protection, performance information, and related task.
- Analyzes and synthesizes information in order to determine solutions to problems and to make recommendations for improvement.
- Prepares and conducts training for users.
- Prepares budget, reviews expenditures, prepares special reports for executive and board, and oversees implementation and maintenance of coding procedures for payments.
- Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.
- Provide oversight to the agency Corporate Compliance plan and HPAA Compliance plan, provides due diligence with administrative authority to ensure staff follow current Corporate Compliance and HIPAA policies and procedures.
- Responds to violations or alleged violations of the CIBH’s Corporate Compliance plan and HIPAA compliance plan.
- Works collaboratively and effectively with the Executive Director to enforce all aspects of the Corporate Compliance plan and HIPAA compliance plan and ensures that the plan meets the Boards’ expectations.
- Trains, monitors and evaluates staff’s compliance to applicable Federal and State regulations and compliance standards for documentation.
- Interprets and ensures compliance with program licensure, funding regulations and evaluation standards through policies and procedures development and review, staff training, and supervision of administrative and supervisory personnel.
- Directs staff to attend or complete required compliance training.
- Ensures the development and implementation of policies and procedures related to the security of patient health information.
- Coordinates initial and subsequent information risk assessments to ensure patient health information is adequately protected.
City of Chesapeake  
Class Title: CIBH MIS Administrator

- Leads information security training and awareness programs to educate the workforce.
- Works with the privacy officer to:
  - ensure alignment of privacy and security policies, procedures and practices
  - ensure compliance with security related policies and procedures
  - ensure appropriate access controls
  - address and ensure disaster recovery and business continuity of patient health information
  - establish, implement and lead an incident response team to contain, investigate and prevent future breaches of patient health information
- Performs other related duties as assigned.

### GENERAL STANDARDS

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<thead>
<tr>
<th>Data Involvement</th>
<th>Synthesizing or integrating analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.</th>
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<tbody>
<tr>
<td>Interpersonal/People Involvement</td>
<td>Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.</td>
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<td>Reasoning Requirements</td>
<td>Performs work involving the application of principles of logical thinking and professional or other practices to diagnose or define problems, collect data and solve abstract problems with organizational impact.</td>
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<tr>
<td>Mathematical Requirements</td>
<td>Uses algebra working with such factors as exponents, logarithms, liner and quadratic equations differentiation and integration of algebraic functions and statistics; applying such functions as frequency distribution, reliability, validity and correlation techniques.</td>
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<tr>
<td>Language Requirements</td>
<td>Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks to groups of employees, and public or private groups; writes manuals and complex reports.</td>
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<td>Mental Requirements</td>
<td>Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, or legal nature and the ability to formulate recommendations on the basis of such analysis; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.</td>
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<tr>
<td>Decisions/Supervisory Control</td>
<td>Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.</td>
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### EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

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<tr>
<th>Vocational/Educational Requirement</th>
<th>Requires a bachelor’s degree or any equivalent combination of education and experience in management information systems, computer science or a closely related field.</th>
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<tr>
<td>Experience</td>
<td>In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.</td>
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<td>Special Certifications and Licenses</td>
<td>None</td>
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### ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 02/11/14