



E001071

DRAFT

Position Description for Technical Information Specialist (Library Science) GS-13, for CHRPI

I. Introduction

This position is to be located in the Center for Health Resources Planning Information, Division of Comprehensive Health Planning. CHRPI is a newly organized component of DCHP, whose principal purpose is to provide State and local health planning agencies with services for access to information they need, which are otherwise not readily available. The Center functions through a Director and a small staff of highly qualified professional and clerical personnel, relying to a substantial extent on operations performed by contract organizations. The contractors are principally responsible for the collection, screening, cataloguing, indexing, abstracting, storage, and retrieval of documents relating to health resource planning, and for access-retrieval services such as automated query in response to requests, furnishing of microfiche and hard copies of documents, and for analytical literature studies.

II. Duties and Responsibilities

The duties and responsibilities of the Technical Information Specialist (Library Science), GS-13, will consist of a variety of assignments requiring extensive and highly specialized technical knowledge and experience in the compilation, organization, use and dissemination of research information, and for the use of library science, computer science and related means in formulating, developing, and coordinating technical programs, policies, procedures, and operations involved in the functioning of the Center for Health Resource Planning Information, both in reference to inhouse operations

and in regard to operations and studies conducted by contractors, grantees, and consultants.

Among the principal duties of the position are the following:

1. Design, or advise on design of, procedures for acquiring cataloging, indexing, screening, and abstracting of documents in the CHRPI collection, including the design of quality control for such operations.
2. Design, or advise on design of, procedures for development of classification schemes and related data elements or uniform structures in automated system for data storage and access or retrieval, including maintenance of liaison with staffs of HRA and other Government agencies responsible for automated data processing and other technical information services, and staffs of contractors, grantees, or other Government agencies concerned with such data schemes and elements.
3. Design or advise on design of bibliographic publications, announcements, newsletters, or releases regarding CHRPI services, whether developed by contractors or consultants or produced inhouse.
4. Act as project officer in the design and monitoring of contracts, grants, or inhouse projects in connection with the kinds of activities or operations referred to in the foregoing sections.
5. Design or advise on procedures for handling of information in reference to requirements under the Freedom of Information Act, copyright laws, or other laws or regulations pertaining to the handling of documents by CHRPI or other components of DCHP.

6. Maintain continuous liaison--for the purpose of obtaining information of value to CHRPI, and supplying information on CHRPI operations--with other information centers, libraries, information retrieval networks, and with GPO and other publishers or suppliers of documents, public and private, especially in regard to the technical aspects of document acquisition, processing, storage, and dissemination.

In conjunction with the foregoing, the incumbent will prepare reports and memoranda, and represent the Center For Health Resource Planning information at inter-agency and public meetings, with wide latitude for expression on technical matters, subject to general supervision of the Director of CHRPI in regard to the mission and policies of the center.

MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

PUBLIC HEALTH SERVICE

HEALTH RESOURCES ADMINISTRATION

BUREAU OF HEALTH RESOURCES DEVELOPMENT

DATE: October 17, 1974

TO : Associate Director for Management, HRP
Through: Act. Assoc. Director for
Program Development, DCHP

FROM : Acting Chief, Health Manpower Planning Branch
Division of Comprehensive Health Planning

SUBJECT: Additional Element in Position Description for Technical Information Specialist,
CHRPI

We submitted to you with our memo of October 16, related to the above subject, a preliminary draft position description. Through inadvertence, a significant element among the duties of this position was omitted. It is as follows, to be inserted immediately before the last paragraph.

"7. Provide assistance, guidance, and liaison to Regional Offices of DHEW and to State and local agencies concerned with health resource planning in relation to technical aspects of their plans for establishing or developing information centers or libraries for the storage, retrieval and exchange of information on health resource planning, and in particular for the coordination of such plans with technical elements of the operation of CHRPI, such as classification, indexing, terminology, and related procedures."

This activity of the individual proposed to be added to the CHRPI staff will be an important aspect of the technical assistance resources DCHP intends to make available to health planning agencies, i.e., guidance on a high professional level in regard to the application of information and library science in the health planning field.

As we understand it, you are planning to refer the proposal for establishing this position for consideration by the HRP Executive Committee on Monday, October 21, and accordingly have distributed to Committee members copies of our October 16 memo. I would appreciate it if you would also distribute this memo to them.


Herman M. Sturm

cc:
Director, DCHP
Deputy Director, DCHP
H. C. Meadows
F. A. Morrone