

**DEPARTMENT OF HEALTH**

**SENIOR INFORMATION TECHNOLOGY SPECIALIST  
(Environmental Exchange Network Administrator)**

**POSITION DESCRIPTION**

**I. IDENTIFYING INFORMATION**

Pseudo Number: TBD  
Position Title: Environmental Exchange Network Administrator  
Department: Health  
Office: Deputy Director for Environmental Health  
Geographic Location: Downtown

**II. INTRODUCTION**

The Environmental Health Administration (EHA) of the Hawaii Department of Health requires a wide range of services related to information management. Projects may involve program workflow analysis, software development and designing of strategic information technology architecture.

This position will oversee the design, development and implementation of information management/technology systems in close cooperation with EHA and its programs, the EHA Online Permitting Project Manager (Information Manager).

The position will perform information technology work specifically related to the National Environmental Information Exchange Network (Exchange Network), [www.exchangenetwork.net](http://www.exchangenetwork.net), the new Exchange Network Strategic Plan, July 23, 2007, <http://www.exchangenetwork.net/ENStrategicPlan.pdf>, and EPA Exchange Network and other related grants. Time is of the essence to meet DOH grant commitments.

The position will also coordinate EHA information technology with other federal environmental and health data exchanges, and any other related grants existing now or acquired later, including work on components of information management.

The Administrator will exercise strong collaborative, project management, and technical skills in implementation of EHA's information management/technology systems.

**III. MAJOR DUTIES AND RESPONSIBILITIES**

**Administration Responsibilities**

**%**

1. Assures that data moves efficiently to and from EHA programs, national environmental, environmental health, and laboratory information management systems, and between EHA programs..
  - Assures compatibility and interoperability of EHA systems with requirements of national systems, especially the Exchange Network, [www.exchangenetwork.net](http://www.exchangenetwork.net), the Environmental Data Standards Council, [www.envdatastandards.net](http://www.envdatastandards.net), the CDC Environmental Public Health Tracking Network, <http://www.cdc.gov/nceh/tracking/network.htm>, and the CDC Public Health Information Network. Uses data standards and schema from the Exchange Network and EDSC unless it can be demonstrated as unfeasible.
2. Manages and ensures satisfactory and timely compliance with EPA Exchange Network and other information technology related grants.
  - Utilizes grant documents to identify tasks and activities for projects.
  - Is familiar with grant activities outlined in grant proposal narratives.
  - Monitors progress of project(s) toward completion of tasks outlined in grant documents.
  - Prepares and/or finalizes annual grant applications, budgets including expenditure and activity plans, applications for carry-over and supplemental federal funds and progress reports on performance outcomes.
  - Prepares annual grant renewal applications, end of year progress reports and extensions for project funds as necessary.
3. Manages the complete lifecycle of enterprise level information technology projects from inception through final testing and implementation.
4. Develops enterprise level system specifications based on design requirements. These specifications include computer configuration, software selection, program coding, database management systems, data communications, security, backup and recovery procedures, and file conversion.
5. Engages in systems development process and works with contractors for hardware and software installation, program coding and testing, data conversion efforts, and implementation.
6. Available to EHA programs for consultation of projects including advice and recommendation on purchase of commercial, off the shelf (COTS) systems.
7. Development and documentation of software solutions to accomplish information management projects at the enterprise level.

8. Assures appropriate levels of security of information, including compliance with the federal Health Insurance Portability and Accessibility Act (HIPAA) when needed or required by the Department.
9. Applies to federal, state, and private sources for grants to fund activities for projects, if not in conflict with existing grant limits:

### **Policy and Procedures Responsibilities**

1. Implementation and, where needed, establishment of data and system standards that will facilitate the collection, analysis, sharing and integration of data across various environmental programs and divisions.
2. Conformance of program databases for environmental information and system standards with established data.
3. Assures compatibility and interoperability with current EHA Microsoft information technology environment, which includes Microsoft SQL, Microsoft .Net framework and Microsoft network engineering.

### **Program Coordination Responsibilities**

1. Will work together with the environmental programs to identify items that should be standardized, such as fields require for division wide reporting., specifically in reconciliation of the facility identification in EHA and establish a common facility identifier. The Administrator shall encourage the environmental programs to pursue innovative solutions and work together on common solutions where productive.
2. Coordinates interactions with external stakeholders including:
  - Develops and maintains collaborative relationships with other government and private agencies to support and maximize program goals.
  - Solicits relevant stakeholders' views and opinions.
  - Attends meetings and out-of-state conferences and courses as appropriate. Makes recommendations for improvement in State programs based on information learned.

### **Miscellaneous Responsibilities**

1. Identifies opportunities for training of staff in the use of computer systems and other related topics that will build capacity of EHA staff to design, implement, manage and operate information management projects and systems.

**IV. CONTROL EXERCISED OVER THE POSITION**

**A. Supervisor:**

Position No.: 100537

Class Title: Deputy Director for Environmental Health Administration

**B. Nature of Supervisory Control Exercised Over the Work**

1. Instructions Provided:

Because of the type of work and responsibilities assigned to the position, instructions or guidelines from the Deputy Director are limited to definition of areas of responsibility and the incumbent is expected work closely with the EHA Information Manager to plan jointly the work assignments in order to accomplish desired results. The position will consult with the EPA and other grant project officer(s) to assure compliance with grant conditions.

2. Assistance Provided:

Incumbent is expected to initiate and perform all aspects of the work independently. However the individual is expected to advise the deputy director and Information Manager when unusual events or circumstances may require significant assistance or changes.

3. Review of Work:

The deputy director reviews only those work assignments that the incumbent indicates are exceptional and/or unique. The Environmental Information Manager reviews the work for compliance with the EHA 5 Year Plan as it may be amended and compatibility with EHA IT projects

**C. Nature of Available Guidelines Controlling the Work:**

1. EHA 5-Year Information Management Plan
2. IMPT Policy and Directives
3. EPA Guidance and Policies
4. EPA Exchange Network documents
5. Environmental Data Standards Council documents
6. EPA environmental information documents
7. CDC information technology/management document
8. DOH information technology/management documents
9. State of Hawaii information technology/management documents  
e.g. Dept. of Accounting and General Services IT/IM documents

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

N/A

## **VI. RECOMMENDED QUALIFICATIONS**

The incumbent must have a strong understanding of information technology methodologies, as well as a good understanding of environmental business processes in EHA to recommend best IM solutions. The incumbent should possess interpersonal and communication skills along with strong project management skills to oversee implementation of projects and be able to work well with management of EHA at all levels.

### **A. Knowledge:**

Working knowledge of multi-tiered web based application systems.

### **B. Skills and Abilities**

1. Must have the ability to achieve results in a timely fashion.
2. Commitment to client satisfaction.
3. Possess good oral and written communication skills
4. Able to effective direct change management within an organization
5. Ability to plan, organize and direct a multi-system project taskforce.
6. Plan, coordinate and work on projects with others. Advise and assist others on problem areas. Schedule and prioritize project tasks.
7. Demonstrated ability to adhere to professional standards, ethical behavior and professional business attitude.
8. Ability to plan, direct, and coordinate the work of others; establish and maintain effective working relationships with others; and prepare comprehensive reports.
9. Effective judgment, cooperative attitude and excellent interpersonal skills to ensure successful and timely implementation, maintenance, and/or modification of project activities.
10. Demonstrated ability for teamwork and to develop teamwork within the agency.

### **C. Education:**

Graduation from an accredited college or university with a bachelors degree in information science, business administration, or mathematics.

### **D. Experience**

1. General Experience:

Ten (10) years of experience in data systems and procedures including five (5) years in data processing, feasibility studies, programming, design and development. These five (5) years should demonstrate progressively more complex project management experience, including overall technical

guidance and leadership; responsible for planning, directing and coordination of activities for major data processing systems.

2. Specialized Experience:

At least two (2) years experience working with project management level work that involved multi-tiered web based applications.

3. Quality of Experience:

Overall experience must have been of such scope and responsibility to demonstrate the ability to perform the duties described above.

**VII. TOOLS, EQUIPMENT AND MACHINES**

Computers (including the use of client/server applications, project management software and presentation software)

**VIII. WORKING CONDITIONS**

Normal work day-shift hours, with occasional need to work during evenings, weekends and/or holidays as determined by Deputy Director for Environmental Health.

Capacity to travel to meetings throughout the state and mainland United States.