

Supervisory Health Information Program Analyst

Washington, DC

Summary

This position is located in the Department of Health and Human Services, Office of the National Coordinator for Health Information Technology, headquartered in Washington, DC.

Responsibilities

- Establishes program priorities for program operations and management and resolving issues as they arise.
- Applies management principles and practices to ensure effective program operations.
- Formulates comprehensive program plans and strategies to accomplish the goals and objectives of health information technology/health information exchange.
- Provides leadership and management around the planning, coordination, implementation, and monitoring of health information and health information exchange programs and initiatives.
- Manages, directs and provides guidance to staff on multiple health information technology/ health information exchange programs, policies, and initiatives.
- Coordinates and collaborates with key internal and external stakeholders and represents the agency in conferences, meetings, and various work groups to communicate health information or health information exchange programs, plans, and initiatives.
- Provides expertise in policy and strategy development, interpretation and application to plan, coordinate, implement and evaluate health information or health information exchange programs and initiatives.

Qualifications

- *Must have one year of specialized experience, equivalent to the GS-13 level in the Federal service, that includes experience: 1) administering health policies, programs and special initiatives; 2) formulating comprehensive plans and strategies, 3) establishing program priorities for daily program operations and management, 4) analyzing federal health information or health information exchange programs and providing policy recommendations for improvement and 5) providing feedback and recommendations on the operation and administration of grants and contracts.*

- *Documenting experience: In accordance with Office of Personnel Management policy, federal employees are assumed to have gained experience by performing duties and responsibilities appropriate for their official series and grade level as described in their position description. Experience that would not normally be part of the employee's position is creditable, however, when documented by satisfactory evidence, such as a signed memorandum from the employee's supervisor or an SF-50 or SF-52 documenting an official detail or other official assignment. The documentation must indicate whether the duties were performed full time or, if part time, the "percentage of times" the other duties were performed. It is expected that this documentation is included in the employee's official personnel record. In order to receive credit for experience in your resume that is not within the official series and grade level of your official position, you must provide a copy of the appropriate documentation of such experience as indicated above.*
- *Experience refers to paid and unpaid experience, including volunteer work done through national Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; community; student; social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to gain employment. You will receive credit for all qualifying experience, including volunteer experience. If such experience is on a part-time basis, you must provide the average number of hours worked per week as well as the beginning and ending dates of the experience so it can be fully credited.*

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