

## Testing Coordinator

*Brenham, TX*

### Summary

The Testing Coordinator works under the direction of the State Supported Living Center Director and performs complex business and technical work to lead and coordinate the COVID-19 data management program as well as other testing efforts, as determined by agency leadership. This position is responsible for planning, development and implementation of methods and procedures associated with information systems and data required for trending analysis and tracking compliance.

The position will prepare administrative reports and develop data collection tools to ensure the efficiency and integrity of management reports. The Testing Coordinator is responsible for designing and developing databases for use in gathering data, trending analysis and tracking compliance.

### POSITION DUTIES & RESPONSIBILITIES

- Attends work on a regular basis and may be required to work a specific shift schedule or, at times, even a rotating schedule, extended shift, and/or overtime in accordance with agency leave policy and performs other duties as assigned.
- Maintains high-priority data sets and records, and monitors data to track compliance.
- Communicates non-compliance found in data to SSLC leadership and coordinates response and remediation.
- Provides technical assistance and consultation for various departments on data collection and implementation.
- Performs complex data analysis work and resolves technical problems.
- Prepares administrative reports for SSLC leadership and state office.
- Develops and implements databases, data collection systems, data analytics or other strategies to ensure data quality and improvement.
- Assists in design and implementation of tools for process improvement/automation for efficiency and integrity of reporting.
- Follows appropriate protocols and procedures to ensure the proper stewardship of confidential and protected health data.
- Other duties as assigned include but are not limited to actively participating and/or serving in a supporting role to meet the agency's obligations for disaster response and/or recovery or Continuity of Operations (COOP) activation. Such participation may require an alternate shift pattern assignment and/or location

### KNOWLEDGE SKILLS & ABILITIES

- Skill in the proficient use of MS Excel including formulas.
- Skill in critical thinking.
- Skill in the use of computers and applicable software in conducting data searches and data management.
- Knowledge of computer systems and data analysis.
- Knowledge of basic business operations and workings of the organization.

- Ability to design and implement tools for process improvement.
- Ability to develop and design databases in Microsoft Access and/or Excel for use in data gathering and trending.
- Ability to communicate effectively verbally and in writing.
- Ability to work under tight deadlines and balance competing priorities.

**Registration or Licensure Requirements:***Initial Selection Criteria:*

- Bachelor's degree from an accredited college or university preferred.
- Experience with computer systems and data analysis.
- Experience and demonstrated proficiency with Excel, Word, MS Office.
- Experience compiling reports for management.
- Experience with ICF standards is preferred.

**For more information / How to Apply:**

[https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/Job\\_Profile.cfm?szOrderID=465914&szReturnToSearch=1&&szWordsToHighlight=COVID](https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=465914&szReturnToSearch=1&&szWordsToHighlight=COVID)