

**NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES
POSITION DESCRIPTION**

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Clinical Business Analyst		7/06/12		
Level I	00145H			
Level II	001462			
Level III	001474			

Purpose of Position:

Under varying levels of direction and expertise, is responsible for the on-going assessment, design, development and implementation of corporate-wide clinical systems. Specifically, collect and transform large quantities of information into meaningful business requirements; develop and modify requirements documentation for the design and implementation of clinical information systems; critically evaluate information from various sources, distinguish user needs from actual business needs and partner with business users, project managers, programmers, consultants and IT leadership in optimizing the scope, benefits and risks of actual and proposed projects as well as assist in managing stakeholder expectations.

Examples of Typical Tasks:

Level I

1. Analyze and document business requirements and processes; communicate requirements to technical personnel through the construction of basic conceptual data, process models and flowcharts, and technical specifications.
2. Interview end users, stakeholders, and project sponsors in order to assess business and clinical needs; create business, functional, and technical requirements document based on captured data and in accordance with departmental protocol/standards.
3. Convert information gathered into specific details including data sources, data and user types, interface components, interface navigation needs, reporting needs and administrative system needs.
4. Define external interfaces, constraints, quality issues and other non-functional requirements.
5. Provide project management team with identified risks, concerns, and ambiguities discovered during the gathering of requirements; assist team in developing solutions.
6. Partner with project managers to complete requirements documentation in accordance with project schedule.
7. Plan, organize, facilitate, and lead meetings and workgroups as well as oversee and execute follow-up activities.

Examples of Typical Tasks: (continued)

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Clinical Business Analyst		7/06/12		
Level I	00145H			
Level II	001462			
Level III	001474			

Level I

8. Ensure software development team accounts for all defined technical requirements in coordination with quality assurance team. Ensure that all quality standards comply with internal policies and industry standards.
9. Document changes to baseline requirements through standard change control process. Document software test plans, technical requirements, release notes, user and training guidelines and other materials.
10. Plan, coordinate, and support unit acceptance testing and subsequent deployments in coordination with other team leaders.
11. Perform end user and application support functions including problem solving and resolution of application function defects. Provide systems and application training.
12. Develop and execute project presentations.
13. Participate in special projects as required.
14. Provide training to and serve as a mentor for junior clinical business analysts and/or other appropriate project team members; manage and evaluate work products for assigned team members.
15. Participate in the development of various departmental training initiatives.
16. Interview junior clinical business analysts and/or other appropriate project team members.

Level II

Perform the following additional Typical Tasks:

1. Identify opportunities for process improvements and provide analysis and propose change and communicate strategies.
2. Provide supervision and guidance to junior clinical business analysts, clinical business analysts assigned at Level I, consultants, and/or other appropriate project team members.

Examples of Typical Tasks: (continued)

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Clinical Business Analyst		7/06/12		
Level I	00145H			
Level II	001462			
Level III	001474			

Level II

3. Interview junior clinical business analysts, clinical business analysts assigned at Level I, consultants, and/or other appropriate project team members.

Level III

Perform the following additional Typical Tasks:

1. Lead the training; development, and implementation of process improvements for all projects and applications.
2. Provide supervision and direction to junior clinical business analysts, clinical business analysts assigned at Levels I and II, consultants, and/or other appropriate project team members.
3. Interview junior clinical business analysts, clinical business analysts assigned at Levels I and II, consultants, and/or other appropriate project team members.

Qualification Requirements:

Level I

1. A Masters Degree or advanced clinical degree from an accredited college or university; or
2. A Baccalaureate Degree from an accredited college or university and one year of experience gathering and documenting business, clinical, and/or functional requirements for software applications development and implementation in a clinical, allied health, non-allied health, behavioral health, information technology, information services, business, analytics or related area; or, one year of experience in a relevant clinical and/or healthcare administration role / function; or
3. A satisfactory combination of education, training, and experience.
4. Specialty certification(s) issued by a national commercially available program, state, professional society, academic or technical institution in an area(s) listed above, may be credited on a month-to-month basis toward the required work experience for a total of one year.

Qualification Requirements: (continued)

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Clinical Business Analyst		7/06/12		
Level I	00145H			
Level II	001462			
Level III	001474			

Level II

1. A Masters Degree or advanced clinical degree from an accredited college or university and one year of experience gathering and documenting business, clinical, and/or functional requirements using interviews, document analysis, workshops, surveys, site visits, business process descriptions, scenarios, business analysis, task and workflow analysis or related in a clinical, allied health, non-allied health, behavioral health, information technology, information services, business, analytics or related area; or, one year of experience in a relevant clinical and/or healthcare administration role / function; or
2. A Baccalaureate Degree from an accredited college or university and three years of experience as described above; or
3. A satisfactory combination of education, training, and experience.
4. Specialty certification(s) issued by a national commercially available program, state, professional society, academic or technical institution in an area(s) listed above, may be credited on a month-to-month basis toward the required work experience for a total of one year.

Level III

1. A Masters Degree or advanced clinical degree from an accredited college or university and two years of experience serving as a lead in soliciting, defining, and managing requirements for internally and externally developed software in a clinical, allied health, non-allied health, behavioral health, information technology, information services, business, analytics or related area; or, one year of experience in a relevant clinical and/or healthcare administration role / function; or
2. A Baccalaureate Degree from an accredited college or university and five years of experience as described above; or
3. A satisfactory combination of education, training, and experience.
4. Specialty certification(s) issued by a national commercially available program, state, professional society, academic or technical institution in an area(s) listed above, may be credited on a month-to-month basis toward the required work experience for a total of one year.