

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>
Junior Clinical Business Analyst	001440	7/06/12		

Purpose of Position:

Under direct supervision, serve as part of the clinical information system team charged with the on-going assessment, design, development and implementation of corporate-wide clinical systems. Perform responsibilities associated with assessing business, clinical, and/or functional needs, and transforming large quantities of information into meaningful business requirements. The position includes identifying trends, risks, and solutions for various clinical systems as well as training and support of systems and users. All personnel perform related work.

Examples of Typical Tasks:

1. 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.
2. Convert information gathered into specific details including data sources, data and user types, interface components, interface navigation needs, reporting needs and administrative system needs.
3. Provide project management team with identified risks, concerns, and ambiguities discovered during the gathering of requirements; assist team in developing solutions.
4. Analyze business processes, workflows, documentation, incidents and reports.
5. Develop and execute project presentations.
6. Conduct data analysis and research relevant to assigned activities.
7. Provide systems and application training.
8. Provide go live and post-go live user support and problem resolution.
9. Participate in special projects as required.
10. Perform related work.

Qualification Requirements:

1. A Baccalaureate Degree or clinical degree from an accredited college or university; or

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Qualification Requirements: (continued)

2. An Associates Degree from an accredited college or university and two years of experience analyzing and transforming information into business, clinical, and/or functional requirements in a clinical, allied health, non-allied health, behavioral health, information technology, information services, business, analytics or related area; 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.

Direct Line of Promotion:

None. This position is in the non-competitive class.