

**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>
Senior Consultant, Management Information Services	985011 MPP I 985012 MP II 985013 MPP III	11/10/86		

Purpose of Position:

Under direction, with broad latitude for the exercise of independent judgment and ingenuity serves as expert consultant and advisor on complex data processing problems; participates broadly in the design of computer based information systems under development or to be developed with particular emphasis on the feasibility of major projects, benefits to be derived from systems' implementation, costs of development and operation, and with attention to the orderly development of particular systems, interfacing with other systems to accomplish an effective degree of integration.

In the area of Computer Operations provides the technical support and operations management of the Corporation's MIS Computer Center over a 24 hour/7 day operation week.

In the Network Services area participates in the planning and implementation of Network Services with an emphasis on remote site preparation and participates in the operation of the Network Control Center helping to resolve complex network and telecommunications problems.

Examples of Typical Tasks:

Application Programming and Systems Engineering Disciplines

1. Recommends alternative approaches for users concerning aspects of data processing system design and selection of systems for computerization and processing of management information data, statistics, reports, etc.
2. Develops design for feasibility studies and participates in analyses of project requests from user departments within the Corporation.
3. Recommends programs, practices and standards to facilitate uniform application of electronic data methods and their correlation with other units and regulatory jurisdictions.

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4. Maintains a high level of technical competence with particular regard to latest E.D.P. technology, methodology and applications of computer and related devices in the field of health care and management information systems.
5. Performs in depth investigation and analysis to identify and resolve processing problems associated with the systems; programs and machine utilization.
6. Selects computer, communications and peripheral equipment to meet the specifications of department's projected requirements and workloads based upon considerations of cost, performance specifications, demonstrations of performance, vendor support, ease of operation, maintenance and other technical factors.

Network Services (MPP I and MPP II only)

1. Plans and assists in the coordination of network equipment at remote user sites.
2. Supervises the assignment of network technicians in support of problem resolutions and remote site installation.
3. Recommends standards and procedures for the uniform application of data communications methods and interfaces.
4. Interfaces with communications carrier (NY Telephone, AT&T, Northern Telecom, Telecomm Plus ROI.M, etc.) to coordinate service and problem resolution issues.

Computer Operations (MPP I and MPP II only)

1. Manages operation of all computers and peripheral devices in the Computer Center.
2. Insures that specific job operating instructions are understood and followed and that all operational directives, guidelines and procedures are adhered to by Computer Operations staff for the purpose of establishing and maintaining a stable processing environment.
3. Manages vendor field service engineer support to insure maintenance and repair work is performed as required and in a timely manner.
4. Provides operations support to systems engineering in the maintenance of all operating systems software and in the diagnosis of hardware problems and to Network Services in the maintenance of online communications capability.
5. Responsible for training, development, motivation, performance evaluation, and discipline of all assigned operations staff.
6. Maintains and insures satisfactory operating environment of Computer Center.

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Qualification Requirements:

1. A Baccalaureate Degree from an accredited college or university with a major in Computer Science, Systems Engineering, applied Mathematics, Business Administration, Economics/Statistics, Telecommunications, Data Communications, or a related field of study; and
2. Five (5) years of progressive, responsible experience in the field of data processing, computer systems and applications.

Operations Specialty requires supervisory experience (5 years).

Network Services requires a telecommunications background and experience.
3. Broad knowledge and expertise in the characteristics of computers, peripheral devices, communications systems and hardware capabilities, programming languages, E.D.P. applications, systems analysis methodology, data management and retrieval techniques; or
4. A satisfactory equivalent combination of training, education and experience.

Direct Line of Promotion:

None. This is in the managerial class of positions.