



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 22-119

POSITION: **Data Management Specialist** OPENING DATE: **06/23/2022**

NO. OF VACANCIES: **1** CLOSING DATE: **07/07/2022**

SALARY: **\$30,823.52 P/A**

PAY GRADE: **05/01**

LOCATION: **Immunization Program, Population Health Services
Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK:

This position is located under the Maternal, Infant, Child, Adolescent Health (MICAH) Immunization Program under Population Health Services, Commonwealth Healthcare Corporation. This position is supervised by the Immunization Information System (IIS) Coordinator or assigned designee. Through supporting the delivery of Immunization project activities, the objectives of the positions are:

- Ensuring proper and timely entry of patient data, vaccine administration, vaccine inventory, and other related programmatic.
- Track, monitor, conduct data analysis, and produces reports to keep CHCC and the community informed of vaccination coverage rates and other Immunization program related activities or functions.

DUTIES:

1. Database Management

- Assist the IIS Coordinator in overseeing data collection and information entered into the CNMI's Immunization Registry (WebIz).
- Stay current and up to date on new IIS features, CDC requirements and other functionalities and provide recommendation on how to use the systems features.
- Conducts regular program data audits to ensure accuracy, consistency, and completeness of data entry by programs, sites and users.
- Ensures confidential information in the program database is secured; conduct routine backup of the database.
- Analyzing and interpreting data to identify data gaps, and successes.
- Work with CHCC programs to ensure accurate and complete information on clients is collected.
- Supports team in Continuous Quality Improvement (CQI) activities including using data to make data informed decisions, improving program quality, and revising databases to reflect updated in programming.

2. Training & Staff Support

- Train staff in how to navigate the IIS and its features.
- Assist in writing and maintaining technical documentation and training materials.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job related medical condition or disability, or any legal protected status.

- Support teams or users with technical assistance related to data entry and quality assurance techniques and troubleshoot data collection challenges that may be encountered.

3. Data Analysis & Reporting

- Develop and submit timely reports as required but not limited to bi-weekly updates, monthly reports, grant required reports, program metric reports and quarterly surveillance reports.
- Develop and maintain reports and dashboards.
- Provide ad-hoc data reports as needed for internal and external stakeholders.

4. General

- Participate in and support all pertinent health education/promotion workshops, outreach clinics, training, conference, and seminars (on island, inter-island and outside of the CNMI) to augment knowledge and skills.
- Support training activities with emphasis on monitoring and measuring performance, implementing lessons learned, enforcing standards, and test scenarios.
- All other duties as assigned.

QUALIFICATION REQUIREMENTS:

KNOWLEDGE:

- Database administration, including user account maintenance, creating custom objects, running reports, and troubleshooting problems. **MINIMUM QUALIFICATION REQUIREMENTS PHYSICAL DEMANDS**
- High level of computer proficiency, including working with data management systems and Excel spreadsheets.
- Strong communications skills with demonstrated experience presenting data cross-functionally.
- Proven team player, delivery-focused, yet flexible and creative when called upon.
- Well-developed facilitation and collaboration skills

ABILITY TO:

- Work collaboratively with staff to determine what data are necessary to measure outcomes critical to the organization and how the data should be reviewed, analyzed, and acted upon on a regular basis.
- Be proactive, always thinking of new ways to implement data systems throughout the organization.
- Maintain professional behavior and act as a role model both at the work site and in the community.
- Consider all points of view and works toward decisions that reflect the greater good of the organization.
- Understands the organization and its programs to manage outcomes.

WORK STYLES:

- Attention to Detail — job requires being careful about detail and thorough in completing work tasks.
- Dependability — job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Concern for Others — job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “Covered”, or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm, however facility hours are 24 hours / 7 day per week. The **Data Management Specialist** position will be required to work a fixed work schedule; incumbent can opt to have a Compressed Work Schedule enabling full-time employees to complete basic 80-hour bi-weekly work requirement in less than 10 days. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security; subject to funding availability through

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federal funds awarded to the *CDC-RFA-IP19-1901 Immunization and Vaccines for Children*, not to exceed 06/30/2022.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1 Lower Navy Hill Road, Navy Hill, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer’s hospital facility’s Main Cashier Office (entrance/exit point for all)

E-mail: apply@chcc.health

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756

Rev. 06/23/22 hjg

Note: *Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*