



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE

Purchasing Department

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<http://sedgwickcounty.org/finance/purchasing.asp>

ADDENDUM #1

RFP #24-0016

ASSESSMENT, TECHNICAL ASSISTANCE AND TRAINING TO CREATE INTEROPERABILITY
OF DATA SYSTEMS FOR SEDGWICK COUNTY HEALTH DEPARTMENT

March 14, 2024

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Assessment, Technical Assistance and Training to Create Interoperability of Data Systems for Sedgwick County Health Department.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

- 1. Section IX States: Proposers must "Be legally registered in the United States AND provide services domestically in the United States. Proposers that are not legally registered in the United States and/or do not provide services domestically will be automatically disqualified."**
Please clarify this statement. Does this statement require that the company be registered in the US and do ALL work related to the RFP within the United States, or just that the company be registered in the U.S. and provide SOME services within the U.S. For example, if a company is registered in the U.S. and performs work within the U.S. (including communication, status calls, training, etc.) but some of the employees who may be assisting with performance of this RFP reside outside of the U.S., is the company still eligible?
- 2. The RFP states that proposers must provide services domestically in the U.S. Does this mean companies must have U.S.-based engineers or will companies (U.S.-based) with offshore engineers not be eligible to respond to this RFP?**

Answer to both Questions 1 and 2: If the company is registered in the United States (U.S.) and conducts MOST work in the U.S., it would be allowable to have employees who reside outside the U.S. working on the project.

Meetings and technical assistance for this project will be conducted during Sedgwick County hours of operation which are 8 AM to 5 PM Central Time, Monday through Friday.

- 3. Do you know if your partners are committed to accepting data in FHIR format?**

The Sedgwick County Health Department (SCHD) Data Systems Assessment will collect information on partners' methods of data sharing to understand about partners' data sharing capabilities. The Kansas Department of Health and Environment (KDHE) and the Kansas Health and Environmental Laboratories are onboarding Kansas local health departments (LHD) with FHIR® connections between KDHE and LHD electronic health record systems, specifically about electronic Case Reporting (eCR) and laboratory test result integration.

The Request for Proposal (RFP) includes the completion of an interoperability pilot project between SCHD and an external partner. During the project the role of the vendor is to provide technical assistance and training for SCHD to develop, implement, test, and deploy one interoperability pilot project with an external partner. Working with SCHD, vendor will develop a project plan and will provide technical expertise throughout the project. SCHD understands that challenges may occur during the project. As long as the vendor is meeting at least weekly with SCHD on the project plan and providing technical assistance, the objectives are being met. In the RFP on pages 22-23, Reference 1 contains example timeline and objectives for the RFP tasks. Adjustments can be made if challenges occur.

4. Has the county reached out to any of its partner organizations to find out if and how they are able to integrate with SCHD?

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5. Which partners would be included in the assessment and pilot test?

- a. The Sedgwick County Health Department (SCHD) Data Systems Assessment primarily will focus on internal SCHD systems and will include how SCHD currently receives data from known external partners, including KDHE and other state entities, hospitals, community health clinics, and nonprofit organizations or similar community partners.*
- b. The environmental scan of local and state overdose-related data and data collection systems will include what sources SCHD uses currently for data collection and include a list of data sources that SCHD could utilize in the future for overdose prevention work. The latter would be discovered through surveys of internal staff and partners SCHD works with in the Overdose Data 2 Action (OD2A: Local) grant. Current sources include KDHE and other state and local government entities, hospital data, and nonprofit organizations.*
- c. The external partner for the pilot project will be chosen based on analysis of the SCHD Data Systems Assessment.*

6. Based on our experience, providing a full estimate for a proof of concept prior to conducting an assessment would be highly inaccurate. Would you consider breaking the RFP into two (2) phases?

Due to funding and the timeline for the project, Sedgwick County Health Department (SCHD) will keep the RFP together as a Data Systems Assessment, environmental scan of overdose-related data, internal interoperability plan, technical assistance, training, and pilot project. The vendor's role in the pilot project is to provide technical assistance and training for SCHD to develop, implement, test, and deploy one (1) interoperability pilot project with an external partner. As long as the vendor is meeting at least weekly with SCHD on the project plan and providing technical assistance, the objectives are being met. In the RFP on pages 22-23, Reference 1 contains example timeline and objectives for the RFP tasks. Adjustments can be made if challenges occur.

7. Can you elaborate on the specific internal data systems and external partners that are intended to be included within the scope of the assessment and interoperability plan?

Sedgwick County data systems include Microsoft applications, SAP Business Objects, mySidewalk, Athena Electronic Health Record, Orchard Laboratory Management System, and Excel spreadsheets. Sedgwick County Health Department (SCHD) has access to state systems, including KWIC [Kansas Women, Infants and Children (WIC)], Kansas Grant Management System, Kansas WebIZ Immunization Information System, Kansas Syndromic Surveillance System, and EpiTrax reportable disease investigation system. SCHD uses the health information exchange Kansas Health Information Network (KHIN).

The SCHD Data Systems Assessment primarily will focus on internal systems but will collect limited information on capabilities of data sharing of current partners, such as if they currently share data electronically with other entities, their methods of data sharing, challenges with data sharing, and if they have FHIR® knowledge and/or are using FHIR®. External partners include KDHE and other state entities, hospitals, community health clinics, and nonprofit organizations. The SCHD internal assessment includes the following:

- i. Inventory and use of spreadsheets, databases, and software applications throughout SCHD*
- ii. Inventory of data sources and existing technical infrastructure*
- iii. Documentation of data sharing interactions and workflows within SCHD programs and between SCHD and external entities*
- iv. Processes, procedures and policies about data governance, data sharing and data usage*
- v. Staff data knowledge, skills, and usage*
- vi. Successes and challenges of SCHD data usage and data sharing*

The interoperability plan is intended as a roadmap for SCHD to use during the pilot project and beyond. Effective internal data usage and governance is a goal for SCHD. Therefore, the interoperability plan primarily will focus on internal interoperability and data governance within SCHD and, in doing so, will set the framework on how to effectively work with external partners to share data in the future.

- 8. Please elaborate on the task “Environmental scan of local and state overdose-related data and data collection systems that SCHD currently utilizes or could utilize in the future for overdose prevention work.”**

The environmental scan of local and state overdose-related data and data collection systems will include what sources SCHD uses currently for data collection and what data are collected. The scan will include a list of data sources that SCHD could utilize in the future for overdose prevention work. The information would be discovered through surveys of internal staff, staff research, and partners SCHD works with in the Overdose Data 2 Action (OD2A: Local) grant. The SCHD Data Analyst will assist with this project.

- 9. Please provide a comprehensive list of interfaces (both internal and external) that are in-scope for the assessment and interoperability plan.**

Sedgwick County currently uses the applications listed in question 7 to pull data but not in the sense of an interface. Within SCHD, the only interface is Orchard Laboratory Management System that connects laboratory instruments to Athena electronic health record. The external interfaces would be discovered during the assessment. The Kansas Department of Health and Environment (KDHE) has electronic health record FHIR® projects ongoing.

- 10. Beyond the proposed interoperability pilot project with an external partner and assistance with the overdose prevention data interoperability use case, are there any additional implementation support needs anticipated from the vendor?**

To fully implement FHIR®, Sedgwick County will need technical assistance on using a FHIR® data repository and creation of a comprehensive data dictionary. Sedgwick County would need interface testing support. SCHD will use the interoperability plan and learnings from this contract to identify additional needs. Any additional support needs are yet to be determined and would be defined in collaboration with the vendor and Sedgwick County. While an interoperability pilot project is required through the RFP, no overdose prevention data interoperability use case is required.

- 11. Should the interoperability plan include data movement from point A to point B only, or should it also consider establishing a FHIR data repository to facilitate future apps and analytics initiatives?**

The interoperability plan should include data movement and establishing and utilizing a FHIR® data repository to facilitate future apps and analytics initiatives.

- 12. Can you elaborate on the specific challenges faced when creating ad-hoc reports? Knowing the types of reports frequently generated would help us tailor our interoperability solution to address those needs effectively.**

Challenges include a lack of documentation, user learning curve on how to use the software, and how to find the information needed in the system, and support knowledge base. Some of the state systems SCHD utilizes have standard reports; if information is needed outside of the standard reports, staff are unable to create the ad hoc reports and must rely on KDHE to provide the information.

- 13. To ensure a clear understanding of resource allocation, could you provide a more detailed breakdown of how the allocated funds for each part/phase will be utilized? For instance, for Part 4, which has a total budget of \$25,000.00 and includes three (3) tasks: Training, Technical Assistance for the Pilot Project, and General Technical Assistance, a breakdown of the estimated allocation for each task would be appreciated.**

The list below shows estimates. At the time of contract and throughout the contract period, Sedgwick County will work with the vendor to fine tune task allocation requirements, if needed.

Part 1: 65% Data Systems Assessment Report, 15% Technical Assistance, 10% Interoperability Plan, 10% Trainings

Part 2: 45% Interoperability Plan, 20% Environmental Scan, 20% Trainings, 10% Technical Assistance, 5% Data Systems Assessment Report

Part 3: 40% Pilot Project Plan, 30% Trainings and Training Plan, 30% Technical Assistance

Part 4: 80% Technical Assistance, 20% Trainings

Part 5: 80% Technical Assistance, 20% Trainings

- 14. To achieve optimal interoperability, we'd like to understand your preferred infrastructure for the solution. Would a cloud-based infrastructure or an on-premises solution within SCHD data centers be more suitable for your needs?**

Cost is a determining factor. If on-premises, Windows Server 2019 and SQL Server 2019 Standard Edition or newer is required. If cloud-based, the vendor can determine system requirements; if Sedgwick County is trying to connect to a cloud database, it should be a SQL Server.

- 15. We understand that SCHD currently has an interoperability infrastructure in place. In order to best tailor our plan to your specific needs, could you please share your plans for the existing infrastructure? Are you considering maintaining the current system, upgrading, or replacing the system?**

Currently, Sedgwick County Health Department (SCHD) has minimal interoperability infrastructure. We need to upgrade. Within SCHD, the only interface is Orchard Laboratory Management System that connects laboratory instruments to Athena electronic health record. We would develop interoperability infrastructure based on the assessment and interoperability plan presented.

- 16. Are there any specific regulations or compliance requirements regarding data storage and access that the interoperability solution should adhere to?**

FHIR®, Microsoft Enterprise Agreement, County non-disclosure agreement, and County HIPAA. Sedgwick County will fine tune any additional regulations or compliance requirements at the time of contract with the vendor.

17. Can you describe the most significant challenges encountered due to the lack of interoperability between your current systems? Understanding these pain points will allow us to propose a plan that directly addresses your operational hurdles.

The most significant challenges are as follows:

- a. Inability to calculate outputs over all Sedgwick County Health Department (SCHD) programs because they use different systems. This is inefficient and hampers decision-making. For example, SCHD would like to effectively track the number of clients served from specific underserved ZIP Codes. This would help SCHD determine if interventions created to address barriers in the ZIP Codes are increasing access to care.*
- b. Inefficient workflows. For example, double entry of the same information into different systems for tracking and reporting. Another example is maintenance of separate Excel spreadsheets to calculate performance and output that another system cannot automatically provide.*
- c. Inability to effectively measure internal referrals and determine client use of services in SCHD programs. SCHD would like to measure the success of client referrals to other SCHD programs and understand barriers and successes of current clients utilizing other SCHD services.*

18. On page 6, the following roles are identified for the project: Public Health Systems Analyst (about 0.25 FTE), one (1) Data Analyst Overdose Prevention (0.25), one (1) DIT Senior Developer Overdose Prevention (0.75) and one (1) DIT Enterprise Developer for Health Interoperability (1.0). Would the County be able to share more details on the experience and skill sets of these staff to give us a better idea of what level training may be required, and what solutions may be appropriate?

See attached Job Descriptions.

19. Is the expectation that this engagement will utilize Full Time/Part-Time engineers on Parts 1 and 2?

When the contract starts and throughout the project, vendor and Sedgwick County would agree on level of engagement of engineers. For Parts 1 (primarily assessment) and 2 (primarily interoperability plan and environmental scan), the level of involvement of engineers will depend on how the vendor's team is set up. Someone is needed to begin the pilot project planning, identify a use case, and come up with interface specifications.

20. Should provider expect that Parts 3-5 would consist of Part-time or On-Demand engineers?

When the contract starts and throughout the project, vendor and Sedgwick County would agree on level of engagement of engineers. For Parts 3-5 (technical assistance, training, and pilot project), Sedgwick County will need to engage with engineers when developing and testing interfaces. The engineers must have capability to test and provide meaningful feedback on interfaces.

21. How should provider present its FHIR expertise – via case studies or CVs of engineers?

With this Addendum, Sedgwick County removes the page limit to XIV. Qualifications and Expertise Form, Item 1 "Describe your organization's experience and expertise with FHIR®." This is a change to the RFP. Proposers may present FHIR® expertise as they choose.

22. How should provider present its public health agency (local or state health department) expertise – via case studies or CVs of engineers?

With this Addendum, Sedgwick County removes the page limit to XIV. Qualifications and Expertise Form, Item 8 “Describe previous work with public health agencies (state or local health departments) and healthcare organizations.” This is a change to the RFP. Proposers may present previous work as they choose.

23. How many vendors are you expecting RFP responses from before making a decision?

Sedgwick County will evaluate all applications that are submitted by the deadline of April 9 before 1:45 pm CDT.

Firms interested in submitting a proposal must respond with complete information and **deliver on or before 1:45 pm CDT, Tuesday, April 9, 2024**. Late proposals will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.”

Sincerely,

Joseph Thomas

Joe Thomas, NIGP-CPP, CPSM, CPSD, C.P.M.
Director of Purchasing

JT/ch

SEDGWICK COUNTY JOB DESCRIPTION

Public Health Systems Analyst

Working Title:	Public Health Systems Analyst	Work Location:	2716 West Central Wichita, KS
Position Number:	20002279	Expected Hours of Work:	8am-5pm Monday through Friday May work outside of normal office hours.
Classification:	Systems Analyst; Grade 62	Driving Position: Yes / No	Yes
Reports to (position):	Preventive Health Division Director	Number of staff supervised:	1.5
Date Revised:	5/12/22	Job Code:	30001496

Job Summary (Major objectives of this position. Why does the job exist?)

This is a professional information technology position in the Sedgwick County Health Department (SCHD). The Public Health Systems Analyst leads the division in informatics and information technology, functions as the project manager for information system implementations, and contributes to the development of a wide range of informatics initiatives and solutions. The position supports staff through training, systems maintenance, and assuring consistent data processes and accuracy. The position serves as the liaison between SCHD and County information technology staff, providing information technology support to SCHD and managing the hardware and software needs of the SCHD. The position serves as the SCHD HIPAA officer. The Public Health Systems Analyst interacts with SCHD staff and external partners and prepares reports, documents and other communication for SCHD Leadership.

Primary Job Functions (List three job categories with specific tasks listed)

Lead SCHD Information Technology

- Provide informatics consultation to ensure use of effective informatics principles and planning methodologies.
- Lead and manage SCHD informatics projects such as EHR selection and implementation.
- Evaluate current information systems for the purpose of program monitoring and evaluation, functionality, and reliability. Assist in designing workflows and processes for data management. Develop system requirements and workflows.
- Incorporate informatics principles into SCHD activities and processes.
- Create policies and procedures related to informatics, computer systems, and information technology usage within the SCHD and annually review all policies and revise as needed.
- Oversee and manage collection, retrieval, analysis, and maintenance of Public Health related software data and document per policy and procedure.

Provide information technology support to SCHD

- Supervise and evaluate Health I.T. team staff.
- Provide or arrange for system technical assistance and/or training for system users, supervisors, and leadership.
- Develop non-technical documentation and instructions for user reference in routine aspects of using technology.
- Serve as SCHD HIPAA officer.
- Drive to Health Department and DIO locations to deliver equipment or services.

SEDGWICK COUNTY JOB DESCRIPTION

Public Health Systems Analyst

Maintain computer equipment and software for SCHED

- Manage Computer Acquisitions for SCHED – request and review quotes for new equipment and/or software, enter quote for purchase in PPS system, oversee installation, delivery, setup of all equipment for SCHED.
- Troubleshoot medium and high-complexity problems reported by information system users and work with County IT and vendors to facilitate requests for and manage/solve issues as they arise.
- Maintain server configuration for SCHED applications by performing routine maintenance and configurations, and installing system updates.

Secondary Job Functions (list no more than five)

- Maintain 24x7 availability for support activity, as scheduled.
- Participate in IT outreach and training activities, particularly in on-boarding and field staff training.
- Attend formal training sessions to maintain and enhance skill relevant to current technologies.
- This is a Tier 1 position; identified as personnel who, in the event of a public health emergency, will not be working within the emergency operations center or will not be sent out to the field as responders. Tier 1 staff complete courses IS100 and 700 within 30 days of employment. Additional ICS trainings may be required.
- Bilingual individuals in English and a non-English language may take a proficiency test in the non-English language. To ensure the competence of individuals providing language assistance at the Health department, only those who pass the test may use their non-English language with clients with Limited English Proficiency (LEP). After hire, a bilingual employee who has passed the proficiency test may agree to take a medical interpreter skills test to interpret between a client with LEP and an English-speaking employee (National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care).

Competencies (Select five from Core Competency list and specify Behavioral Indicators specific to position)

Communication and Teamwork

Definition: Clearly conveys and receives information and ideas through the appropriate methods in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Ensures appropriate stakeholders are kept informed and that information shared is accurate and timely. Demonstrates excellent written, oral, and listening skills. Participates as an active and contributing member of a team to achieve team goals. Works cooperatively with other team members, involves others, shares information as appropriate, and shares credit for team accomplishments

Behavioral Indicators:

- Actively listens to co-workers and customers to put him/herself in other people’s shoes to gain a better understanding of what they are saying.
- Comprehends written and oral information and direction and takes appropriate action.
- Communicates intentions, ideas and feelings openly and directly.
- Consistently delivers accurate, clear, and concise messages orally and/or in writing to effectively inform an audience.
- Listens attentively to the speaker and actively asks questions to confirm understanding and avoid miscommunications.
- Discusses the impact of change efforts honestly and directly with those affected.
- Asks open-ended questions that encourage others to give their points-of-view and is approachable at all times.
- Keeps relevant people accurately informed and up-to-date of both positive and potentially negative information.
- Encourages response and dissent to ideas and issues.

SEDGWICK COUNTY JOB DESCRIPTION

Public Health Systems Analyst

<ul style="list-style-type: none"> • Treats all team members with a respectful, courteous, and professional manner; supports team despite different points of view or setbacks. • Consistently works well with a variety of different people; rarely encounters someone he/she cannot work effectively with on a task/project. • Regularly initiates communication to help solve interpersonal/team conflicts and problems. • Consistently attends and actively participates in meetings, activities, and events when asked or required. 	
Strategic Planning and Change Management	<p>Understands how an organization must change in light of internal and external trends and influences; keeps the big, long range picture in mind; builds a shared long-range organizational vision with others. Committed to course of action to achieve long-range goals and influences others to translate vision into action. Understands the need for change and helps plan for and accommodate it as creatively and positively as possible. Is flexible and open to new ideas and encourages others to value change.</p>
<p>Behavioral Indicators:</p> <ul style="list-style-type: none"> • Understands the “big picture” and vision of the organization • Establishes priorities and ensures their alignment with goals • Establishes methodology for measuring outcomes; communicates results • Implements and/or manages change. • Oversees project management and implements strategies • Identifies and fills gaps in information required to understand strategic issues. • Organizes information and data to identify/explain major trends, problems, and causes; compares and combines information to identify underlying issues. • Generates and considers options for actions to achieve a long-range goal or vision; develops decision criteria considering factors such as cost, benefits, risks, timing, and buy-in; selects the strategy most likely to succeed. • Identifies the key tasks and resources needed to achieve objectives. • Obtains and provides resources to enable implementation of change initiatives. • Demonstrates commitment to innovation and continuous improvement in organizational performance. • Enlists others effectively as champions of the change one is pursuing. • Leads initiatives to change the structure, system, or talent mix of the organization to more effectively support the business strategy. 	
Analytical Thinking and Problem Solving	<p>Works systematically and logically to resolve problems, identify causation and anticipate unexpected results. Manages issues by drawing on own experience and knowledge and calls on other resources as necessary. Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, and understands the difference between critical details and unimportant facts.</p>
<p>Behavioral Indicators:</p> <ul style="list-style-type: none"> • Undertakes a complex task by breaking it down into manageable parts in a systematic, detailed way. • Thinks of several possible explanations or alternatives for a situation and anticipates potential obstacles and consequences of solutions and develops contingency plans to overcome them. • Identifies the information needed to solve a problem effectively. • Gets input from internal/external contacts who are closest to the problem, seeks for a wide range of sources of information, and thinks ‘outside the box’ to find options or solutions. • Presents problem analysis and recommended solution to others rather than just identifying or describing the problem itself. • Acknowledges when one doesn't know something and takes steps to find out. • Considers the organization’s priorities when making decisions or analyzing the costs and benefits of various alternative solutions. 	

SEDGWICK COUNTY JOB DESCRIPTION

Public Health Systems Analyst

<ul style="list-style-type: none"> • Independently engages in tasks requiring interpretation of complex and often vague sets of information. • Identifies gaps in information and makes assumptions in order to continue the analysis and/or take action. • Analyses verbal and numerical data soundly • Distinguishes between critical and irrelevant pieces of information. Shows insight into the root-causes of problems. • Evaluates the chosen course of action after it has been implemented to determine its worth and impacts. 	
Performance Management and Coaching	The continuous process of setting objectives, assessing progress and providing on-going coaching and feedback to ensure that employees are meeting their objectives and career goals. Providing timely guidance and feedback to help others strengthen knowledge/skills, areas needed to accomplish a task or solve a problem.
Behavioral Indicators: <ul style="list-style-type: none"> • Encourages and supports employees to achieve performance and development goals. • Understands and communicates goals and initiatives; aligns employee performance with initiatives. • Fairly and consistently recognizes and rewards specific individual and team accomplishments. • Ensures staff has the skills and resources to get things done. Provides staff with coaching, training, and opportunities for growth to improve their skills. • Let staff know what is expected of them and holds them accountable. Differentiates between high and low performance. Rewards and recognizes hard work and results. Addresses performance issues promptly and corrects poor performance. Provides timely constructive feedback that is clear and direct. Describes the impact of actions and checks for understanding. • Establishes an effective, professional, and positive relationship with staff. • Clarifies responsibilities and expectations. • Takes extra time to assist and provides specific, detailed follow-up. • Talks with others openly and directly about problems with their performance, providing necessary focus, guidance, and direction. • Discusses problems immediately, before they are forgotten or out of control. • Gives specific feedback and examples in a manner that maintains self-esteem. 	
Initiative and Detail-Oriented	Takes action without being asked or required to. Achieves goals beyond job requirements. Identifies opportunities and issues, and proactively acts and follows through on work activities to capitalize or resolve them. Actively seeks and identifies opportunities to contribute to and achieve goals. Maintains a sense of purpose, value, and ownership of their work. Works independently with little direction. Ensures information is complete and accurate; follows up with others to ensure that agreements and commitments have been fulfilled. Follows process steps as outlined in standard operating procedures. Reviews materials to ensure they are accurate, clear, and concise. Performs follow-up to ensure quality of work product and/or actions are completed.
Behavioral Indicators: <ul style="list-style-type: none"> • Completes assignments without the need for prompting from his/her supervisor or others. • Seeks out information on his/her own initiative • Demonstrates resilience against challenges and obstacles. • Successfully completes tasks independently but asks for additional support, as appropriate, when faced with unfamiliar tasks or situations. • Recognizes and takes appropriate action to effectively address problems and opportunities. • Digs beneath the obvious to get at the facts. • Does things before being asked or before the situation necessitates action (i.e., forced to by events). • Recognizes and acts upon opportunities. 	

SEDGWICK COUNTY JOB DESCRIPTION

Public Health Systems Analyst

<ul style="list-style-type: none"> • Does far more than is minimally required in the assignment, task or job description. • Provides accurate, consistent numbers on all paperwork. • Provides information on a timely basis and in a usable form to others who need to act on it. • Maintains a checklist, schedule, calendar, etc., to ensure that small details are not overlooked. • Carefully monitors the details and quality of own and others' work. • Follows policies, procedures, and safety and security measures. • Completes all reports and documents according to procedures and standards. • Takes necessary actions to produce work that requires little or no checking.
Supervisory Responsibilities (Provide title of employee managed and the number of employees)
1 – Public Health Application Specialist 0.5 – PT Administrative Support I
Minimum Qualifications as defined by classification
Educational Requirements: Bachelor’s Degree from an accredited college or university with significant course work in Information Technology or a related field. Education may be substituted for related IT experience, with one year of experience for one year of education.
Years of Experience: Two years of experience in progressively responsible administrative work in Information Technology or a closely related field. Two years of project development/management and data management or analysis. One year of work experience with Microsoft Suite. One year of supervisory experience or experience in training and evaluating staff.
License, certifications, etc... Per Sedgwick County policy, this is a driving level position that requires a valid Kansas driver’s license without restrictions and current proof of automobile insurance.
Preferred Qualifications
Educational Requirements: Master’s degree in Information Technology, Business Administration, Public Health, or a related field.
Years of Experience: Two years of work experience in department management and leadership, including supervision. Two years of IT work experience with electronic health record system(s) in a clinic, hospital or public health department and one year of data management. Training or experience in the use of software supported by Sedgwick County Division of Information Technology Support Services.
License, certifications, etc... Microsoft Certification. Certificate in Healthcare Informatics.
Physical Requirements & Working Conditions (must be directly tied to Essential Functions)
Physical Activity of position
<ul style="list-style-type: none"> • Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles. • Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. • Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. • Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
Physical Requirements of Position
<ul style="list-style-type: none"> • Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
Visual Acuity Requirements

SEDGWICK COUNTY JOB DESCRIPTION

Public Health Systems Analyst

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The employee is required to have visual acuity to operate motor vehicles and/or heavy equipment.

Work Environment / Conditions Employee will be subject to

- None. The employee is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Supervisor:

Date:

Employee signature below constitutes employee's understanding of the requirements, primary functions and duties of the position.

Employee:

Date:

SEDGWICK COUNTY JOB DESCRIPTION

Data Analyst II Overdose Prevention

Working Title:	Data Analyst II Overdose Prevention	Work Location:	1900 E 9 th St. Wichita, KS
Position Number:	20012237	Expected Hours of Work:	8 AM – 5 PM Monday through Friday Evening and weekend work may occur
Classification:	Management Analyst II; Grade 61	Number of staff supervised:	0
Reports to (position):	Overdose Prevention Program Manager	Driving Position (Yes/No):	No
Date Revised:	8/4/2023	Job Code:	30001756

Job Summary (Major objectives of this position. Why does the job exist?)

The Data Analyst II Overdose Prevention analyzes, evaluates and reports opioid and stimulant overdose-related data to decrease overdoses and improve community health. The position analyzes data from local, state and national sources and communicates results to partners and the community to inform and evaluate prevention efforts. Employee will provide support during public health emergencies.

Primary Job Functions

Collect and manage data related to opioid and stimulant fatal and non-fatal overdoses

- Collect and organize data
- Perform accurate data entry and self-audits
- Develop and manage surveys and other data collection tools
- Build partnerships with external partners, including coalitions and organizations involved in overdose-related activities.
- Perform and maintain environmental scan of overdose-related data in the community

Analyze data and perform evaluations and assessments of activities

- Perform descriptive and more advanced statistical analyses
- Create and interpret graphs and other visualizations of data
- Assist in developing and maintaining standard and ad hoc reports for SCHED leadership, partners, and the public
- Monitor linkage to care systems and produce effectiveness reports
- Plan and implement projects

Perform evaluation of grant activities

- Provide technical assistance to SCHED staff and community partners on overdose data analysis
- Create logic models and ensure data is collected to monitor grant progress
- Perform overdose-related activity evaluations
- Coordinate with external evaluators, as needed
- Monitor data and create regular progress reports

Secondary Job Functions

n/a

Competencies

SEDGWICK COUNTY JOB DESCRIPTION

Data Analyst II Overdose Prevention

Analytical Thinking	Works systematically and logically to resolve problems, identify causation and anticipate unexpected results. Manages issues by drawing on own experience and knowledge and calls on other resources as necessary.
<p>Behavioral Indicators:</p> <ul style="list-style-type: none"> • Undertakes a complex task by breaking it down into manageable parts in a systematic, detailed way. • Thinks of several possible explanations or alternatives for a situation. • Identifies the information needed to solve a problem effectively. • Gets input from internal/external contacts who are closest to the problem. • Presents problem analysis and recommended solution to others rather than just identifying or describing the problem itself. • Acknowledges when one doesn't know something and takes steps to find out. • Anticipates potential obstacles and develops contingency plans to overcome them. • Considers the organization's priorities when making decisions or analyzing the costs and benefits of various alternative solutions. • Is sought by others for advice and solutions to make best interpretation and usage of information • Gets input from internal/external contacts who are closest to the problem. • Presents problem analysis and recommended solution to others rather than just identifying or describing the problem itself. • Identifies gaps in information and makes assumptions in order to continue the analysis and/or take action. • Seeks for a wide range of sources of information. • Identifies critical connections and patterns in information/data. • Analyses soundly verbal and numerical data • Recognizes causes and consequences of actions and events that are not readily apparent. • Anticipates and thinks ahead about next steps. • Distinguishes between critical and irrelevant pieces of information. • Gathers input / information from a few different sources to reach a conclusion 	
Detail-Oriented	Ensures information is complete and accurate; follows up with others to ensure that agreements and commitments have been fulfilled. Follows process steps as outlined in standard operating procedures. Reviews materials to ensure they are accurate, clear, and concise. Performs follow-up to ensure quality of work product and/or actions are completed.
<p>Behavioral Indicators:</p> <ul style="list-style-type: none"> • Provides accurate, consistent numbers on all paperwork. • Provides information on a timely basis and in a usable form to others who need to act on it. • Maintains a checklist, schedule, calendar, etc., to ensure that small details are not overlooked. • Double-checks the accuracy of information and work product. • Carefully monitors the details and quality of own and others' work. • Expresses concern that things be done right, thoroughly, or precisely. • Follows policies, procedures, and safety and security measures in using various equipment. • Completes all reports and documents according to procedures and standards. • Maintains properly equipped work area. • Takes necessary actions to produce work that requires little or no checking. 	
Collaboration/Relationship Building	Establishes rapport and personal connections, while maintaining professional boundaries. Builds constructive working relationships with clients/customers, other work units, community organizations and others to meet mutual goals and objectives. Behaves professionally and supportively when working with individuals from a variety of ethnic, social and educational backgrounds.

SEDGWICK COUNTY JOB DESCRIPTION

Data Analyst II Overdose Prevention

Behavioral Indicators:

- Demonstrates respect for the opinions of others.
- Identifies and pushes for solutions in which all parties can benefit.
- Helps and supports fellow employees in their work to contribute to overall organizational success.
- Shares information and own expertise with others to enable them to accomplish group goals.
- Solicits the input of others who are affected by plans or actions.
- Gives credit and recognition to others who have contributed.
- Finds areas of agreement when working with conflicting individuals or groups.
- Demonstrates concern for treating people fairly and equitably.
- Keeps people informed and up-to-date.
- Builds consensus.
- Listens to all points of view.
- Readily gets cooperation of others for whom one has no direct supervisory responsibility.
- Takes into account the organization as a whole when making decisions. Separates one’s own interests from organizational interests in order to make the best possible judgments for the organization.
- Supports and acts in accordance with final leadership team decisions even when such decisions may not entirely reflect one’s own position.
- Solicits the input of peers across the organization even when those peers may only be tangentially affected or involved.
- Finds areas of agreement when working with conflicting viewpoints and opinions.
- Identifies and pushes for solutions in which all parts of the organization can benefit.
- Builds consensus among one’s peers in leadership.
- Communicates key organizational priorities and how one’s division or department contributes to achieving those priorities.
- Shares annual goals with peers in the organization to increase alignment, cooperation and opportunities to collaborate.
- Builds buy-in for strategic goals across the organization.

Communication

Clearly conveys and receives information and ideas through the appropriate methods and media for target audiences in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Ensures appropriate stakeholders are kept informed and that information shared is accurate and timely. Demonstrates good written, oral, and listening skills.

Behavioral Indicators:

- Actively listens to co-workers and customers to put him/herself in other people’s shoes to gain a better understanding of what they are saying.
- Comprehends written and oral information and direction and takes appropriate action.
- Communicates intentions, ideas and feelings openly and directly.
- Consistently delivers accurate, clear, and concise messages orally and/or in writing to effectively inform an audience.
- Listens attentively to the speaker and actively asks questions to confirm understanding and avoid miscommunications.
- Adapts to the needs of most audiences to ensure his/her message is understood.
- Discusses the impact of change efforts honestly and directly with those affected.
- Ensures direct reports understand the agency’s vision and goals by translating those goals into day-to-day practices; explains the business purpose behind assignments and shifts in priorities so direct reports can understand the “big picture”.
- Asks open-ended questions that encourage others to give their points-of-view and is approachable at all times.

SEDGWICK COUNTY JOB DESCRIPTION

Data Analyst II Overdose Prevention

<ul style="list-style-type: none"> • Keeps relevant people accurately informed and up-to-date of both positive and potentially negative information. • Appropriately expresses one’s own opinion. • Refrains from immediate judgment and criticism of others’ ideas delivers criticism in a way that demonstrates sensitivity to the feelings of others and waits for others to finish their intended message before responding. • Encourages response and dissent to ideas and issues. 	
Teamwork	Participates as an active and contributing member of a team to achieve team goals. Works cooperatively with other team members, involves others, shares information as appropriate, and shares credit for team accomplishments
<p>Behavioral Indicators:</p> <ul style="list-style-type: none"> • Consistently works with others to accomplish goals and tasks. • Treats all team members with a respectful, courteous, and professional manner; supports team despite different points of view or setbacks. • Considers the views of other people (and departments, if relevant) when analyzing a situation or developing a solution. • Consistently works well with a variety of different people; rarely encounters someone he/she cannot work effectively with on a task/project. • Regularly initiates communication to help solve interpersonal/team conflicts and problems. • Consistently attends and actively participates in meetings, activities, and events when asked or required. • Provides balanced feedback to improve team collaboration and functioning on a continuous basis. 	
Supervisory Responsibilities	
N/A	
Minimum Qualifications as defined by classification	
Educational Requirements: Bachelor’s degree in public health, data analytics, data science, math, statistics, science or related field with at least two semesters of data analysis coursework	
Years of Experience: Three years of school or work experience in data analytics, data analysis, or data management. One year of experience conducting program evaluations, developing surveys, or writing research reports, publications, or other relevant outputs. Three years of experience with Microsoft Suite applications, including Excel.	
License, certifications, etc. Must complete Federal Emergency Management Administration (FEMA) IS 100 and 700 courses within 30 days of employment. Additional trainings may be required.	
Preferred Qualifications	
Educational Requirements: Master’s degree in public health, data analytics, data science, math, statistics, science or related field with at least 2 semesters of data analysis and data management coursework. One semester of Master’s degree level epidemiology or research methodology coursework.	
Years of Experience: One year of experience with community-based participatory research. Three years of experience with program evaluation and survey development. Two years of work experience in a healthcare clinic, hospital, or state or local health department.	
License, certifications, etc.	
Physical Requirements & Working Conditions	
Physical Activity of position	

SEDGWICK COUNTY JOB DESCRIPTION

Data Analyst II Overdose Prevention

- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers
- Keyboarding/typing or otherwise working primarily with fingers rather than with the whole hand

Physical Requirements of Position

- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Visual Acuity Requirements

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

Work Environment / Conditions Employee will be subject to

- Employee may be required to work more than 40 hours per week including evenings and weekends.
- If employee speaks a language other than English, Employee may take a verbal proficiency test to ensure competency in a non-English language prior to using the non-English language with clients.
- Employee will provide support during public health emergencies (Activation Level 1).
- Employee may be required to wear a respirator in emergency situations. Positions included within the Respiratory Protection Program will complete an initial Medical Evaluation Questionnaire and will be fit tested to a program approved N-95 or other appropriate respiratory protection device. Annually, the employee will complete fit testing with Risk Management and the Annual Statement of Medical Fitness or Medical Evaluation Questionnaire.
- The employee is not substantially exposed to adverse environmental conditions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Supervisor:	Date:
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Employee signature below constitutes employee's understanding of the requirements, primary functions and duties of the position.

Employee:	Date:
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SEDGWICK COUNTY JOB DESCRIPTION

Senior Developer Overdose Prevention

Working Title:	Senior Developer Overdose Prevention	Work Location:	1900 E. 9 th Wichita, KS remote and flex schedule work options
Position Number:	20012235	Expected Hours of Work:	8 AM to 5 PM, Monday – Friday; evening and weekend work may occur
Grade:	63	FLSA Classification:	Exempt
Classification:	Senior Developer	Number of staff supervised:	0
Reports to (position):	Principal IT Architect	Driving Position (Yes/No):	No
Date Revised:	1/2/24	Job Code:	30001807

Job Summary

The Senior Developer Overdose Prevention works in Sedgwick County Information Technology but is embedded within Sedgwick County Health Department (SCHD) to implement interoperability and data sharing solutions. Duties may include creating and modifying web and desktop software; identifying and resolving problems in software; and determining client requirements and translating them into specifications for implementation. The position must be conversant in multiple programming languages, including C#, JavaScript and T-SQL. The position will be trained on the use of Fast Healthcare Interoperability Resources (FHIR), a next-generation interoperability standard created by the standards development organization Health Level 7 (HL7).

Essential Job Functions

Enhance, review, document, maintain, and troubleshoot new and existing software applications and resources

- Quickly respond to requests, as assigned, for help maintaining or enhancing software
- Accurately document steps taken to address requests
- Assist with software codebase maintenance tasks, such as maintaining source control structure and integrity
- Implement interoperability and data sharing solutions within SCHD and with external partners

Consistently employ security best practices when developing software, in order to safeguard the organization's information

- Gather and document software development requirements
- Gather and document client expectations for changes and fixes to software
- Help maintain documentation on software codebases
- Write and manage data use agreements and data governance documentation

Assist others in understanding the makeup and operation of software components

- Provide guidance to colleagues and stakeholders regarding the operation of software components
- Work with team to plan data collection from partners and data visualization
- With stakeholders, create interoperability plans for automated collection and analysis of data

Nonessential Job Functions

n/a

Competencies

SEDGWICK COUNTY JOB DESCRIPTION

Senior Developer Overdose Prevention

Adaptability	Adapts well to changes in assignments and priorities; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; approaches change positively and adjusts behaviors accordingly; focusing on being part of the solution.
Behavioral Indicators: <ul style="list-style-type: none"> • Shifts strategy or approach in response to the demands of a situation. • Demonstrates willingness and flexibility to work outside normal schedule, routines, and duties. • Handles change in priorities as workload fluctuates with proper training and experience. • Maintains flow of information to avoid stressful situations and ease transition to change. 	
Analytical Thinking	Works systematically and logically to resolve problems, identify causation and anticipate unexpected results. Manages issues by drawing on own experience and knowledge and calls on other resources as necessary.
Behavioral Indicators: <ul style="list-style-type: none"> • Undertakes a complex task by breaking it down into manageable parts in a systematic, detailed way. • Gets input from internal/external contacts who are closest to the problem. • Develops conceptual frameworks that guide analysis • Draws sound conclusions based upon a mixture of analysis and experience. • Identifies critical connections and patterns in information/data. 	
Problem Solving	Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, and understands the difference between critical details and unimportant facts.
Behavioral Indicators: <ul style="list-style-type: none"> • Undertakes a complex task by breaking it down into manageable parts in a systematic, detailed way. • Identifies the information needed to solve a problem effectively. • Probes all fruitful sources for answers, and thinks ‘outside the box’ to find options. • Uses the good ideas of others to help develop solutions. Seeks advice from those who’ve solved similar problems. • Tests proposed solutions against the reality of likely effects before going forward; looks beyond the obvious and does not stop at the first answers. 	
Dependability	Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
Behavioral Indicators: <ul style="list-style-type: none"> • Stays focused on tasks in spite of distractions and interruptions. • Makes the best use of available time and resources. • Does not make excuses for errors or problems; acknowledges and corrects mistakes. 	
Listening	Listens attentively to others, asks clarifying questions, actively listens, is respectful and professional in dealing with others, stays open to other viewpoints, and manages distractions and interruptions.
Behavioral Indicators: <ul style="list-style-type: none"> • Gives the speaker undivided attention and appears interested in the message (e.g., maintains eye contact, nods). • Asks clarifying questions that elicit clearer or more detailed information. • Confirms understanding by paraphrasing or summarizing what others have said. 	
Supervisory Responsibilities (Provide title of employee managed and the number of employees)	
N/A	
Minimum Qualifications	

SEDGWICK COUNTY JOB DESCRIPTION

Senior Developer Overdose Prevention

<p>Experience and Education: High School Diploma or equivalent. One year experience in development and systems analysis, application design, computer programming, or directly related area.</p>	
<p>License, certifications, etc. Must be Conversant in C# and SQL scripting.</p>	
<p>Preferred Qualifications</p>	
<p>Years of Experience: Three or more years of experience in development and systems analysis, application design or computer programming. One year of development and systems analysis, application design or computer programming experience in a hospital, clinic or health department.</p>	
<p>Educational Requirements: Bachelor’s degree in computer science or a related field.</p>	
<p>License, certifications, etc.</p>	
<p>Physical Requirements & Working Conditions (must be directly tied to Essential Functions)</p>	
<p>Physical Activity of position</p>	
<ul style="list-style-type: none"> • Manual Dexterity. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. • Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly • Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound • Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers • Keyboarding/typing or otherwise working primarily with fingers rather than with the whole hand 	
<p>Physical Requirements of Position</p>	
<ul style="list-style-type: none"> • Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. 	
<p>Visual Acuity Requirements</p>	
<ul style="list-style-type: none"> • The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes. 	
<p>Work Environment / Conditions Employee will be subject to</p>	
<ul style="list-style-type: none"> • Employee may be required to work more than 40 hours per week including evenings and weekends. • If employee speaks a language other than English, employee may take a verbal proficiency test to ensure competency in a non-English language prior to using the non-English language with clients. • The employee is not substantially exposed to adverse environmental conditions. 	
<p>Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.</p>	
<p>Signatures</p>	
<p>Supervisor:</p>	<p>Date:</p>
<p>Employee signature below constitutes employee's understanding of the requirements, primary functions and duties of the position.</p>	

SEDGWICK COUNTY JOB DESCRIPTION
Senior Developer Overdose Prevention

Employee:	Date:
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SEDGWICK COUNTY JOB DESCRIPTION

Enterprise Developer for Health Interoperability - IT

Working Title:	Enterprise Developer for Health Interoperability - IT	Work Location:	1900 E. 9 th Wichita, KS; remote and flex schedule work options
Position Number:	2001XXXX	Expected Hours of Work:	8 AM to 5 PM, Monday – Friday; evenings and weekend work may occur
Grade:	66	FLSA Classification:	Exempt
Classification:	Health IT Architect; Grade 66	Number of staff supervised:	0
Reports to (position):	Principal IT Architect	Driving Position (Yes/No):	No
Date Revised:	1/2/2024	Job Code:	
Job Summary (Major objectives of this position. Why does the job exist?)			
<p>The IT Enterprise Developer for Health Interoperability is a grant-funded position that adapts technology systems and tools to help the Sedgwick County Health Department (SCHD) be more effective in preventing disease, promoting wellness and protecting the public from health threats. The position solves difficult problems, adjusts technology, provides advice to IT Managers and Health Department staff, guides clients, and uses ingenuity to create alternate paths to help clients achieve their end goals. The position will be trained on the use of Fast Healthcare Interoperability Resources (FHIR), a next-generation interoperability standard created by the standards development organization Health Level 7 (HL7). Beyond just completing tasks, the position takes ownership of, and has a strong sense of responsibility for, the projects they work on.</p>			
Essential Job Functions			
<p>Create new software and major enhancements to existing software</p> <ul style="list-style-type: none"> • Utilize modern techniques and adhere to County standards when developing software • Seek out new software development techniques that might be implemented to provide improved functionality, maintainability, reliability, and performance • Consistently employ security best practices when developing software, to safeguard the organization’s information <p>Establish and follow business practices that embrace the County values and the Sedgwick County strategic plan</p> <ul style="list-style-type: none"> • Troubleshoot, fix, and maintain existing software • Quickly respond to requests, as assigned, for help maintaining or enhancing software • Accurately document steps taken to address requests <p>Gather and document software development requirements</p> <ul style="list-style-type: none"> • Gather and document client expectations for changes and fixes to software • Help maintain documentation on software codebases • Assist Senior Developers with understanding County software projects and practices 			
Nonessential Job Functions			
n/a			
Competencies			
Adaptability	Adapts well to changes in assignments and priorities; adapts behavior or work methods in response to new information, changing conditions, or unexpected		

SEDGWICK COUNTY JOB DESCRIPTION

Enterprise Developer for Health Interoperability - IT

	obstacles; approaches change positively and adjusts behaviors accordingly; focusing on being part of the solution.
Behavioral Indicators: <ul style="list-style-type: none"> • Shifts strategy or approach in response to the demands of a situation. • Demonstrates willingness and flexibility to work outside normal schedule, routines, and duties. • Handles change in priorities as workload fluctuates with proper training and experience. • Maintains flow of information to avoid stressful situations and ease transition to change. 	
Action-Oriented	Consistently maintains high levels of activity or productivity; sustains long working hours when necessary, works with vigor, effectiveness and determination over a sustained period.
Behavioral Indicators: <ul style="list-style-type: none"> • Finds ways to overcome challenges and obstacles so that assignments are completed and goals are met. • Maintains focus until a viable solution can be found. • Takes pride in work and encourages others to do the same. Effectively balances quality, service, and productivity. • Checks results to make sure solutions were effective and takes action if resolution has not been accomplished. 	
Initiative	Takes action without being asked or required to. Achieves goals beyond job requirements. Identifies opportunities and issues, and proactively acts and follows through on work activities to capitalize or resolve them. Actively seeks and identifies opportunities to contribute to and achieve goals. Maintains a sense of purpose, value, and ownership of their work. Seizes opportunities when they arise. Works independently with little direction.
Behavioral Indicators: <ul style="list-style-type: none"> • Successfully completes most tasks independently but asks for additional support, as appropriate, when faced with unfamiliar tasks or situations. • Focuses on achieving results, rather than activities that may not add value. • Goes beyond expectations in the assignment, task, or job description without being asked. • Recognizes and acts upon opportunities. • Tries out new ideas after consideration of all factors involved and potential consequences and outcomes. 	
Listening	Listens attentively to others, asks clarifying questions, actively listens, is respectful and professional in dealing with others, stays open to other viewpoints, and manages distractions and interruptions.
Behavioral Indicators: <ul style="list-style-type: none"> • Gives the speaker undivided attention and appears interested in the message (e.g., maintains eye contact, nods). • Asks clarifying questions that elicit clearer or more detailed information. • Confirms understanding by paraphrasing or summarizing what others have said. 	
Problem Solving	Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, and understands the difference between critical details and unimportant facts.
Behavioral Indicators: <ul style="list-style-type: none"> • Undertakes a complex task by breaking it down into manageable parts in a systematic, detailed way. • Identifies the information needed to solve a problem effectively. • Probes all fruitful sources for answers, and thinks 'outside the box' to find options. • Uses the good ideas of others to help develop solutions. Seeks advice from those who've solved similar problems. 	

SEDGWICK COUNTY JOB DESCRIPTION

Enterprise Developer for Health Interoperability - IT

- Tests proposed solutions against the reality of likely effects before going forward; looks beyond the obvious and does not stop at the first answers.

Supervisory Responsibilities (Provide title of employee managed and the number of employees)

N/A

Minimum Qualifications

Experience and Education: High School Diploma or equivalent. Three years' experience in development and systems analysis, application design, computer programming or directly related area.

License, certifications, etc. Must be Conversant in C# and SQL scripting.

Preferred Qualifications

Years of Experience: One year of experience in development and systems analysis, application design or computer programming in a hospital, clinic or public health setting.

Educational Requirements: Master's degree in Computer Science or a related field.

License, certifications, etc.

Physical Requirements & Working Conditions (must be directly tied to Essential Functions)

Physical Activity of position

- Manual Dexterity. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers
- Keyboarding/typing or otherwise working primarily with fingers rather than with the whole hand

Physical Requirements of Position

- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Visual Acuity Requirements

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

Work Environment / Conditions Employee will be subject to

- Employee may be required to work more than 40 hours per week including evenings and weekends.
- If employee speaks a language other than English, employee may take a verbal proficiency test to ensure competency in a non-English language prior to using the non-English language with clients.
- The employee is not substantially exposed to adverse environmental conditions.

Additional Information

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SEDGWICK COUNTY JOB DESCRIPTION
Enterprise Developer for Health Interoperability - IT

Signatures	
Supervisor:	Date:
Employee signature below constitutes employee's understanding of the requirements, primary functions and duties of the position.	
Employee:	Date: