

JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-085 & #08-086
Final Filing Date:	December 16, 2008 or Until Filled

Position:	Salary:	Location:
Staff Services Analyst (General)	Range A \$2,817-\$3,426 Range B \$3,050-\$3,708 Range C \$3,658-\$4,446	Office of Statewide Health Planning & Development Patient Data Section 400 R Street, Suite 270 Sacramento, CA 95811
Two Positions		

General Statement:

The Office of Statewide Health Planning and Development (OSHPD) is recruiting for 2 permanent Staff Services Analysts in the Patient Data Section (PDS). This section is responsible for analysis and correction of 1,630 reports, including approximately 16 million patient records from California health facilities. We are looking for analysts who are energetic with experience in dealing with analytical situations.

Duties:

- Review and analyze health facility reports as transmitted online via the Medical Information Reporting for California (MIRCal) system for compliance with OSHPD's reporting requirements, internal data consistency, and comparability of data reported to OSHPD by other sources.
- Provide liaison and technical assistance to hospital staff regarding reporting requirements, options, errors and possible resolutions.
- Maintain a thorough understanding of the California Hospital Discharge Abstract Data, Emergency Care Data, and Ambulatory Surgery Data reports and a working familiarity with Diagnosis Related Groups, medical terminology and hospital licensure rules as they relate to the collection of patient data.
- Participate in outreach effort via educational presentations to health facilities, health information professionals, and data users. Provide assistance in writing articles for internal or external publications. Provide assistance in updating PDS reporting manuals, MIRCal system editing programs and other Data Quality Control functions.

Desirable Qualifications:

- Strong written, oral and interpersonal communication skills.
- Ability to manage a large workload in a production-oriented position.
- General PC Skills.
- Familiarity with hospital medical records.
- Ability to deal with a changing environment.

Who May Apply:

Applications will be accepted from individuals currently in the above classes or individuals who have list, transfer, or reinstatement eligibility. Appointment is subject to SROA/surplus policies. Only the most qualified applicants will be interviewed.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312
Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHPD – Patient Data Section
Attention: Rob Fox (**JOB #08-085 & #08-086**)
400 R Street, Suite 270
Sacramento, CA 95811

For more information contact Rob Fox at (916)326-3943.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.