

IT ANALYST
Position Description

Department:	Information Technology
Job Code:	
Pay Range:	
Hours/Week:	40 hours
Position Type:	Full-Time

Reports To (Title):	Chief Executive Officer
Classification:	Exempt
Effective Date:	May 10, 2022
Revised Date:	

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver’s license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

POSITION PURPOSE

IT Analyst responsibilities include prioritizing user requirements, overseeing system upgrades and researching new tools. In this role, you should be highly analytical and able to understand business needs. Excellent communication skills and problem-solving abilities are essential. IT Analyst evaluate, and develop information solutions, employing their skills to identify opportunities and risks for the CBNHC. They also review human-IT processes and provide advice on information technology strategies.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Analyze current IT systems, architectures, and processes.
- Identify risks, opportunities, faults, and areas for development within the CBNHC’s IT framework.
- Design IT solutions to solve issues effectively.
- Execute well-thought-out solutions and plans to improve the organization’s IT efficiencies.
- Maintain robust systems processes and ensuring compliance with relevant regulatory bodies.
- Develop new IT methods and solutions for the CBNHC.
- Report issues, advances made, and other important information to stakeholders.
- Advise management on weak points, avenues for improvement, and risks in the CBNHC’s IT infrastructure.
- Strategize with other key stakeholders on how to best align IT systems with the organization’s objectives.
- Develop and analyze functional specifications
- Design efficient IT systems to meet business and technology needs.
- Integrate multiple systems and reconcile needs of different teams.
- Gather feedback from end users about system performance.
- Plan and oversee projects (e.g. upgrades, hardware/software installations, phone upgrades and I.H.S. patches).
- Provide advice and technical training to CBNHC staff.
- Keep abreast of technology trends and developments.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience

- Five (5) years of proven relevant work experience is required.

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Education

- Bachelor's Degree in Computer Science, Information Technology, Engineering or relevant field.

Mandatory Knowledge, Skills, Abilities and Other Qualifications

- Must be able to carry out the essential duties, functions and responsibilities.
- Strong working knowledge of computers and software applications.
- Ability to support and maintain major Information Technology (IT) systems including hardware and software administration, RPMS, Electronic Health Record System (EHRS), Windows and UNIX base servers, LAN/WAN systems.
- Excellent diagnostic and problem solving skills.
- Outstanding organizational and time-management skills.
- Advanced computer literacy; strong knowledge of current up-to-date computer hardware and software.
- Strong understanding of directory, file structure, systems, networking, user & permission management, and technical support.
- Good knowledge of internet security and data privacy principles.
- Experience in project management.
- Knowledge of databases, system security and troubleshooting.
- Up-to-date insight into the latest developments in the information technology sphere.
- Knowledge of industry best practices and experience with both hardware and software systems.
- A team player with excellent communication and interpersonal skills.
- Must be able to maintain confidentiality at all times.
- Clean background check and clean drug screen.
- Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo language.
- Master's degree in Information Technology, Computer Science, Engineering or relevant field.
- Certification and proficiency in a coding language (.NET, Visual Basic, C++, or SQL).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Taking and hearing are essential to communicate with patients, vendors and staff.

Mental Demands

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.



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- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
 1. E-mail to Humanresources@cbnhc.org
 2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
 3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026
- For more information, contact Berlin Rodriguez at (505) 908-2307 ext. 119

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.