Class Specification
for the Classes:

INFORMATION TECHNOLOGY MANAGER I & II
EM-03, EM-05
BU:35

INFORMATION TECHNOLOGY MANAGER I   17.033

Duties Summary:

Plans, supervises and coordinates the information technology programs for a region of Hawaii Health Systems Corporation and performs other duties as required.

Distinguishing Characteristics:

This class involves substantial administrative responsibility for planning and coordinating information technology processing activities for a region of Hawaii Health Systems Corporation. Responsibilities include, but are not limited to, network application development and database management, as well as the maintenance and development of systems software and infrastructure for the region.

At this level ongoing operations are complex not only in the initial design of systems but also in the continuing coordination of information transmission activities (including teleprocessing) with the needs of the subject matter programs, and in the required additional coordination caused by the large amount of data processed through the various clinical and administrative systems. Design and implementation of electronic data processing procedures has a substantial impact on subject matter program operations of several major operating programs and, because of their scope, require substantial long-range program planning, budgeting, and other administrative activities.

Supervisory Control:

Work is performed under general administrative direction based upon current objectives. Work is reviewed primarily for compliance with general policies, established laws, goals and objectives of the region.

Guidelines Available:

Guides at this level are limited to the general framework of legal standards, requirements and policies; procedures and objectives of the region as well as those of the Hawaii Health Systems Corporation.

Nature and Scope of Recommendations, Commitments and Decisions:

Within the framework of the region's objectives, priorities, and processes, incumbents at this level are responsible for 1) locating and exploring the most fruitful areas of program study and development in relation to the needs and objectives of the region; 2) formulating plans for the study, analysis, and development of the program areas; and 3) insuring that staff carry the plans through completion; 4) developing long-range plans; and 5) developing, recommending and justifying a significant budget. This class possesses full technical responsibility for results of activities carried out within the sphere of control.

Personal Work Contacts:

Positions in this class meet with personnel outside the region to establish working agreements and to seek support on, to explain, to advise on, or to defend important and controversial phases of the programs. The maintenance of communications, cooperative assistance and coordination with Corporate staff and other agencies is significant at this level.

Nature and Extent of Supervision Exercised Over Work of Other Employees:

Supervision is exercised over technology specialist and support clerical positions. Due to the scope and complexity of the information processing systems of the region, complex coordination of the work of subordinates involved in the design/modification/maintenance of the subsystems of the region is required. Operating systems are designed to meet the objectives of the region and have substantial impact upon the daily work operations of the staff.

Knowledges and Abilities Required:

Must have knowledge of statistics; report writing; mathematics up to and including college algebra; principles and practices of public administration; management requirements relative to information technology and techniques including teleprocessing, data base management, etc.; principles and practices of supervision; administration.

Must be able to think logically; analyze data and draw logical conclusions; read and comprehend machine manuals and other materials; speak and write effectively; prepare clear and concise reports; maintain effective working relationships with others; plan,

organize and direct the work of others; manage an assigned information systems processing program, plan, direct and implement systems analysis for a complex information systems processing program.

Typical Work Assignments:

Plans, organizes, and coordinates the development and implementation of a systems analysis program for a region of Hawaii Health Systems Corporation; supervises staff and participates in developing conceptual systems, and in designing, developing and implementing detailed data processing systems; assists in studies of existing systems and procedures; initiates meetings to discuss systems progress and requirements; prepares project plans, reports and publications; develops and maintains appropriate systems controls; advises on programming consistent with systems developed; attends meetings; prepares specifications for information systems equipment; prepares appropriate correspondence and operational reports; participates in policy formulation and assists in developing standards of performance in data processing operations and systems work; plans and conducts training for subordinates and evaluates work performance.

INFORMATION TECHNOLOGY MANAGER II   17.035

Duties Summary:

Plans, supervises and coordinates the information technology programs for Hawaii Health Systems Corporation and performs other duties as required.

Distinguishing Characteristics:

Nature and Purpose of Work:

This class involves substantial administrative responsibility for planning and coordinating information systems processing activities for Hawaii Health Systems Corporation. Responsibilities include, but are not limited to, network application development and database management, as well as the maintenance and development of systems software and infrastructure.

At this level ongoing operations are complex not only in the initial design of systems but also in the continuing coordination of information transmission activities (including teleprocessing) with the needs of the subject matter programs, and in the required additional coordination caused by the large amount of data processed through the various clinical and administrative systems. Design and implementation of electronic data processing procedures has a substantial impact on subject matter program operations of several major operating programs and, because of their scope, require

substantial long-range program planning, budgeting, legislative testimony and other administrative activities.

Supervisory Control:

Work is performed under general administrative direction and in accordance with broad objectives. Supervision at this level is nominal and consultative in nature.

Guidelines Available:

Guides at this level are limited to the broad framework of legal standards, requirements and policies; procedures and objectives of Hawaii Health Systems Corporation.

Nature and Scope of Recommendations, Commitments and Decisions:

Within the framework of Hawaii Health Systems Corporation's objectives, priorities, and processes, incumbents at this level are responsible for 1) locating and exploring the most fruitful areas of program study and development in relation to the needs and objectives of Hawaii Health Systems Corporation; 2) formulating plans for the study, analysis, and development of the program areas; and 3) insuring that staff carry the plans through completion; 4) developing long-range plans; and 5) developing, recommending and justifying a significant budget. This class possesses full technical responsibility for results of activities carried out within the sphere of control.

Personal Work Contacts:

Positions in this class meet with personnel outside Hawaii Health Systems Corporation to establish working agreements and to seek support on, to explain, to advise on, or to defend important and controversial phases of the programs. The maintenance of communications, cooperative assistance and coordination with regional staff and other agencies is significant at this level.

Nature and Extent of Supervision Exercised Over Work of Other Employees:

Supervision is exercised over several project teams consisting of technology specialists, computer programmers and support clerical positions. Due to the scope and complexity of the information processing systems of Hawaii Health Systems Corporation, complex coordination of the work of subordinates involved in the design/modification/maintenance of the subsystems is required. Operating systems are designed to meet the objectives of Hawaii Health Systems Corporation and have substantial impact upon the daily work operations of the staff.

Knowledges and Abilities Required:

Must have knowledge of statistics; report writing; mathematics up to and including college algebra; principles and practices of public administration; management requirements relative to information technology and techniques including teleprocessing, data base management, etc.; principles and practices of supervision; administration.

Must be able to think logically; analyze data and draw logical conclusions; read and comprehend machine manuals and other materials; speak and write effectively; prepare clear and concise reports; maintain effective working relationships with others; plan, organize and direct the work of others; manage an assigned electronic data processing office, plan, direct and implement systems analysis for a complex departmental electronic data processing office or a branch program within the central electronic data processing agency.

Typical Work Assignments:

Plans, organizes, directs, and coordinates the development and implementation of a systems analysis program for Hawaii Health Systems Corporation; supervises teams of analysts and participates in developing conceptual systems, and in designing, developing and implementing detailed information processing systems; directs detailed studies of existing systems and procedures; initiates meetings to discuss systems progress and requirements; prepares or directs the preparation of project plans, reports and publications; develops appropriate systems controls; advises on programming consistent with systems developed; attends meetings; prepares specifications for information processing systems equipment; prepares appropriate correspondence and operational reports; participates in policy formulation and assists in developing standards of performance in information processing operations and systems work; plans and conducts training for subordinates and evaluates work performance.

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This is an amendment for the classes, INFORMATION SYSTEMS MANAGER I & II, to change the title to INFORMATION TECHNOLOGY MANAGER I & II, effective March 16, 2017.

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This is the first class specifications for the class, INFORMATION SYSTEMS MANAGER I.

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This is an amendment to the class Data Processing Systems Manager, to change the title to INFORMATION SYSTEMS MANAGER II and update language, effective February 11, 2013.

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This is an amendment to the class Data Processing Systems Analyst VII, approved on November 19, 1981 due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980, and a change in title to DATA PROCESSING SYSTEMS MANAGER effective August 16, 1982.

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This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: <u>March 16, 2017</u>   _____
                                              CLIFFORD B. CAESAR
                                              Director of Human Resources