



**CITY OF PHILADELPHIA  
DEPARTMENT OF PUBLIC HEALTH  
DIVISION OF DISEASE CONTROL (DDC)**

**POSITION TITLE: IIS Informatics Manager**

**PROGRAM AREA:** Division of Disease Control (DDC), Immunization program

**GENERAL DESCRIPTION**

The Philadelphia Department of Public Health (PDPH), through its Immunizations program in the Division of Disease Control, oversees the purchase and distribution of federally funded vaccines to local healthcare providers. As one of 64 U.S. Centers for Disease Control and Prevention (CDC) funded program areas, the Philadelphia Immunization Program is charged with the mission to prevent vaccine-preventable diseases and increase the immunization coverage levels among infants, children, adolescents and adults in Philadelphia.

The IIS Informatics Manager's primary purpose is threefold; to ensure constant flow of data to the IIS, to ensure the integrity of data to and in the IIS, and to provide accurate accounting of information in the IIS when needed. The IIS Informatic Manager's purview includes the IIS Interoperability team and the IIS Analytics team. It is the duty of the IIS Informatics manager to ensure that all teams are functioning properly and have realistic and efficient workflows. They must also provide leadership and mentorship to subordinate staff and be able to accurately identify the needs of each team while providing an honest evaluation of each team's performance. The IIS Informatics Manager will also be expected to work with the IIS Manager and Deputy IIS manager to create metrics for evaluation of their section. Routine reports on each team's workload and efficiency will be provided to the IIS Manager and Deputy IIS Manager. The Informatics Manager will also be expected to identify grants and areas for development within their portion of the IIS. This position is Monday through Friday, 8:30 a.m. to 5:00 p.m., with occasional work after hours and on weekends to support Program activities. This is a grant-funded position; continuation of the position is contingent upon sustained funding.

**SPECIFIC DUTIES**

- Coordinate with Program staff to determine informatics needs for various initiatives and mission areas and develop data-driven solutions.
- Ensure timely, continuous, and accurate flow of immunization data to the IIS
- Work with IIS Interoperability Coordinator to develop metrics for assessment of data quality
- Work with IIS Interoperability Coordinator to create workflows for ongoing data quality review
- Work with IIS Interoperability Coordinator to identify potential system enhancements
- Identify grants for supplemental funding and IIS and or interoperability development
- Work with Epidemiologist team to create reports for review on variety of immunization areas including, routine pediatric vaccinations rates, adult vaccination rates, and pandemic vaccination rates

- Work with Epidemiologist team to develop metrics for assessment of work
- Work with Epidemiologist team to develop process improvement for workflows and outcomes
- Work with Analytics team to develop metrics for assessment of work
- Work with Analytics team to develop process improvement for workflows and outcomes
- Identify and ensure that the needs of all teams are met
- Provide quarterly reports to Deputy IIS Manager on data quality metrics, such as deduplication, HL7 errors, flat file processing time, late reporters, incorrect reporting, and query volume
- Provide ad-hoc reports on IIS data, informatics metrics, and or staff needs as required
- Coordinate with IIS Outreach Manager and IIS Systems Manager to ensure all data needs are met
- Coordinate with IIS Systems Outreach Manager and IIS Systems Manager to ensure that all training needs are met
- Coordinate with IIS Systems Outreach Manager, IIS Systems Manager, IIS Manager, and Deputy IIS manager to create inter-section workflows
- Prepare presentations for multiple stakeholders
- Other duties as assigned

**Evidence suggests those from marginalized groups often only apply to jobs if they meet all of the qualifications. However, perfect candidates don't exist! You are encouraged to apply if the above duties interest you, and the sum of your professional and academic experience balance to overcome the absence of some of the education or experience preferences highlighted below.**

## **REQUIRED QUALIFICATIONS**

This position requires a master's degree in public health with a minimum of 5 years of experience in Public Health or IIS. Master's degree in Epidemiology, Health Informatics, or another information-based field preferred

- Excellent written communication skills
- Strong knowledge of Microsoft Office Suite
- Preferred experience with SQL
- Preferred experience with SAS
- Preferred experience with data visualization software
- Preferred knowledge of immunization schedule
- Experience in business or health analytics
- 5 years of experience in a Public Health or related field
- 3 years of management experience with proven ability to perform conflict management
- Preferred 2 years of IIS or IIS related experience
- Preferred 2 years of HL7 experience
- Preferred familiarity with data visualization software
- Preferred knowledge of ONC and CDC Standards
- Preferred experience with interoperability
- Preferred experience with health IT
- Familiarity with ACIP recommended Immunization Schedules
- Familiarity with IT systems and hardware

- Ability to breakdown and explain complex topics
- Ability to conduct process improvement reviews
- Ability to design and implement standards and assessment metrics
- Ability to understand complex databases
- Ability to understand complex data logistics
- Ability to identify and encourage talent within staff
- Applicants should be equally comfortable working individually and within a team environment
- Working knowledge of Microsoft Office applications
- Attention to detail, excellent communication, and organizational skills
- Ability to maintain confidentiality and address sensitive information with tact
- Ability to interact appropriately and effectively with a wide range of people
- Ability to work non-traditional hours in order to meet the needs of the changing public health environment
- Flexibility, professionalism, and the ability to manage multiple projects simultaneously
- Bilingual fluency preferred
- Willing to assist in a public health emergency

#### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This is not a remote role. While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, and hear. This job may require moderate physical effort including lifting materials and equipment of less than 50 pounds and involves viewing a CRT or VDT screen 50 to 75 percent of the time. The position requires responding to public health emergencies on short notice and some after-hours activities to achieve Program Objectives.

#### **SUPERVISION**

This position reports to the Deputy IIS Manager.

#### **SALARY AND BENEFITS**

Salary is commensurate with experience and qualifications. This position comes with a comprehensive benefits package consisting of medical and dental coverage, as well as paid sick, vacation, and personal time.

Position Salary: \$70,000-\$75,000

#### **HOW TO APPLY**

At the Philadelphia Department of Public Health, we value health justice and equity. Our work is guided by a commitment to all people's health and humanity, and we recognize the impact that health disparities have on our city's diverse population. We are dedicated to building a staff that reflects the diversity of Philadelphia. We are an EEO employer, and we are committed to providing a diverse, inclusive, safe workplace free from discrimination, sexual harassment, intimidation, or retaliation.

Applicants who are originally from and live in the Philadelphia area are strongly encouraged to apply.

To apply, please submit the following:

1. A resume or CV
2. A cover letter that includes:

- Your experience in or with Philadelphia, if any
- Your past or proposed contributions to diversity, equity, and inclusion