



# Behavioral Health - Information Systems Technician or Health Systems Analyst

Information Systems Technician job description, click [here](#).

Behavioral Health Systems Analyst job description, click [here](#)

## Information Systems Technician

### DEFINITION

Under close supervision, the Information Systems Technician ensures the efficient operation and integrity of automated information systems; analyzes, investigates, and resolves computer-related problems; provides training and instruction on programs and procedures, and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

The Information Systems Technician is a single-level class. Incumbents provide basic computerized information system helpdesk support and training for users of computer systems. Incumbents perform computer installation, maintenance, and repair work, with some guidance and supervision.

## Behavioral Health Systems Analyst

### DEFINITION

Under general supervision, the Health Information Systems Analyst efficiently uses health information technology (HIT) to support patient-centered care delivery; ensures electronic health record (EHR) implementation and optimization; utilizes quality improvement methodology, including workflow assessment and workflow redesign; ensures the efficient operation and integrity of automated information systems; analyzes, investigates and resolves computer-related problems; provides training and instruction on programs and procedures; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a single level classification. Incumbents perform basic computerized information system helpdesk duties, implement EHR, ICD10 and EHR reporting modules for quality improvement and billing. This position requires excellent troubleshooting and decision-making skills, self-motivation and the use of sound judgment and discretion at all times. Incumbents may perform computer development, installation and maintenance work, with a high degree of independence.

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## Qualifications

I.S Technician: Two (2) years previous training and/or work experience with computer hardware, software, and computerized information systems.

BH Systems Analyst: Four (4) years previous training and/or work experience with health information systems, clinical office workflow, HIT project management, computer hardware, software, and computerized information systems.

### OR

**A degree in MIS, computer science, engineering, or a healthcare discipline from an accredited four-year college or university.**

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### Special Requirements

**Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.**

**All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.**