

## Principal Information Systems Business Analyst (1054) – Office of Health Equity

### About Office of Health Equity

The San Francisco Department of Public Health (SFDPH) has the mission to protect and promote the health of all San Franciscans. It is made up of a diverse workforce committed to the mission of the department and serving the population of San Francisco. SFDPH provides direct services at Zuckerberg San Francisco General Hospital, Laguna Honda Hospital, Population Health clinics, Jail Health, Community Behavioral Health, and a network of primary care health centers across the city. Critical to the delivery of care, population health surveillance and healthcare outcomes for vulnerable populations are robust data platforms, comprehensive analysis, and agile reporting.

The Office of Health Equity helps to plan, support, and implement efforts to advance health equity for San Francisco residents. Data is a key part of all these activities and to holding ourselves accountable for real change.

### Job Description:

The Principal Information Systems Business Analyst (1054) is under the Metric, Analytics and Data Integration team in the SFDPH Information Technology Department. They will be working closely with the Chief Health Equity Officer aligning priorities and resources with other projects in IT.

The Principal Information Systems Business Analyst (1054) will be responsible for building reporting to meet regulatory requirements for the Office of Health Equity, participating in DPH-wide regulatory coordination, and analyzing equity related data submitted by other departments and sources. Equity data includes patients receiving services from DPH as well as City employees. The position will work with others in IT to implement public surveys, work with application owners to extract the data of interest, assist local owners with analysis, and reporting when there is a gap in data analytics resources. They will work closely with business owners by participating in Quality Improvement projects, workforce development, and researching operational gaps raised by analysis.

### Essential Duties:

The Principal Information Systems Business Analyst (1054) for Mental Health SF perform the following essential job functions:

1. Develops data integration processes from various systems that house recruitment, applicant, disciplinary, and hiring data. These data sources include PeopleSoft, a stand-alone Oracle instance and smaller applications as well as flat files.
2. Creates and coordinates builds to gather self-reported employee data.
3. Develops a SQL database to provide a single source for visualizations and analysis.
4. Develops dashboards using PowerBI and/or Tableau.
5. Provides governance structure and reporting standards for the data sets under the Office of Equity.
6. Analyzes data as requested by the Office of Equity following standard Information System procedures.
7. Working with the DPH Epic and Population Health teams, expands on dashboards monitoring health data for different populations.

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8. Mentors and assists in training initiatives.
9. Proactively works with stakeholders to identify future system opportunities and enhancements.
10. Assists in creating visualizations of data summaries and creating governance for data definitions and reporting standards.

### Minimum Qualifications:

1. **EDUCATION:** An associate degree in computer science or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely related field]; **AND**
2. **EXPERIENCE:** Five (5) years of experience in the information systems field, including system analysis, business process design, development and implementation of business application solutions or IT project management.

**Education Substitution:** Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.

*One year of full-time employment is equivalent to 2,000 hours of work experience (2,000 hours of qualifying work experience is based on a 40-hour work week). Any overtime hours that you work above 40 hours a week are not included in the calculation to determine full-time employment.*

**Desired Qualifications:** The stated desirable qualifications listed below may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

- Experience with dashboard development in PowerBI or Tableau, including administrative functions and security.
- Developing SSIS and SSRS.
- Experience extracting data from PeopleSoft.
- Knowledge of LEAN fundamentals including, but not limited to, A3 thinking, Value Stream.
- Mapping and Kaizen events.
- Working knowledge of applicable federal, state, local, and private laws, and regulations in relation to the processes of the area of purview and electronic health records.
- Epic Cogito, Clarity or Caboodle data model certification.
- Experience reporting from Avatar by Netsmart.
- Experience with project management