

# LABORATORY DATA SPECIALIST

Recruitment #1702-0192DC-001

<b>List Type</b>	Original
<b>Requesting Department</b>	HEALTH DEPARTMENT
<b>Open Date</b>	3/9/2017 11:59:00 PM
<b>Filing Deadline</b>	4/1/2017 11:59:00 PM
<b>HR Analyst</b>	Emily Keeley

## PURPOSE

The Laboratory Data Specialist is responsible for meeting the goals of the Centers for Disease Control and Prevention (CDC) Epidemiology & Laboratory Capacity grant by performing data analysis, maintaining data security and integrity and by ensuring that LIS disaster recovery protocols are in place. The Laboratory Data Specialist is also charged with ensuring that transmission of data to internal and external partners and laboratory partners is secure and that the MHD meets related regulatory and standardization requirements.

## ESSENTIAL FUNCTIONS

- **Laboratory Data Oversight:** Establish mechanisms to electronically report resistant isolate results to the clinic sites, the Wisconsin Division of Public Health (WI DPH), the Antimicrobial Resistance Laboratory Network (ARLN) and the CDC within 24 hours; create a template for additional data elements to be included in electronic reporting of laboratory results for gonorrhea culture (GC) and antimicrobial susceptibility testing (AST) specimens, pending clarification of these data elements; establish secure electronic communication of GC-AST data.
- **Informatics Interoperability, Functionality, Data Access, Compliance and Quality Work:** Optimize the use of off-site reporting via electronic messaging; develop and implement reporting mechanisms; participate in the review and development of data standards and vocabularies as they related to laboratory test results and the identification of microorganisms; review and validate data integrity.
- **Support and Maintenance of the Laboratory Information System (LIS):** Assist with analyzing, troubleshooting and solving LIS system-related problems; maintain the integrity of the LIS database; ensure supporting maintenance of the LIS.
- **Compliance and Data Management:** Ensure compliance with applicable laws and regulations; develop and maintain a user manual; maintain an inventory database and provide assistance for timely and accurate LIS billing.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **MINIMUM REQUIREMENTS**

1. Bachelor's degree in computer science, information technology, data management, statistics, medical technology or a related field OR an associate's degree in computer science, information technology, data management, statistics or a related field and two (2) years of recent experience maintaining complex data systems and the associated computer software and server environments.

*Equivalent combinations of education and experience may be considered.*

**IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

2. A valid Wisconsin driver's license is required at time of appointment and throughout employment.
3. Personally insured vehicle for use on the job at time of appointment and throughout employment; mileage reimbursement is provided.

## **DESIRABLE QUALIFICATIONS**

- Experience with Laboratory Information Management Systems (LIMS) in clinical, public health or environmental laboratory operations settings.
- Certification from the American Society for Clinical Pathology Medical Technologist (ASCP) or other nationally or statewide recognized certifying agency.
- Familiarity in bioinformatics and microbial genomic data analysis.

## **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Ability to develop and carry out complex project plans.
- Ability to understand customer needs and recommend suitable technology to meet those needs.
- Ability to develop and carry out plans to deploy new technology for data analysis and transmission.
- Knowledge of networking technology including servers, switches, routers and related equipment.
- Working knowledge of non-Windows operating systems and how to integrate them into a Windows environment.
- Knowledge of hardware construction, configuration and troubleshooting.
- Working knowledge of multiple programming languages, database systems and SQL programming.
- Expert level knowledge in the setup and day-to-day support and development of a Windows-based computers environment.

## **Laboratory Data Specialist (Health Department)**

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- Ability to consult effectively with and train IT staff and customers.
- Ability to organize projects and people through effective use of quality tools in order to meet project deadlines.
- Clear and consistent follow-through on documentation.
- Exceptional customer service skills, including effective interpersonal skills.

### **CURRENT SALARY**

The current starting salary (PG 2EN) for City of Milwaukee residents is \$50,716 annually and the non-resident starting salary is \$49,472 annually. Appointment up to \$56,178 annually for residents or \$54,800 for non-residents is possible, based upon education and experience and subject to approval.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work.

### **SELECTION PROCESS**

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **April 1, 2017**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.