

Nevada Central Cancer Registry: Business Process Analyst II

Position title: Full-time Contracted Business Process Analyst II

Pay Range: \$53,598- \$69,134.

The salary will be based on full-time 40 hours a week and will vary depending on confirmed job-related skills and experience level.

Department: Department of Health and Human Services, Division of Public and Behavioral Health, Office of Public Health Investigations and Epidemiology, Nevada Central Cancer Registry Program.

Position Location: Carson City, NV

Anticipated start date: As soon as possible

The candidate would ideally be in Nevada, or willing to relocate.

Required Education: Bachelor's Degree required from an accredited college or university in business, public administration, management information systems and two years of full-time professional experience.

Program Overview: The primary purpose of the Nevada Central Cancer Registry (NCCR) is to collect and maintain a record of reportable cases of cancer in the state. The data is used to evaluate the appropriateness of measures for the prevention and control of cancer and to conduct comprehensive epidemiological surveys of cancer and cancer-related deaths. Cancer case data is collected from hospitals, medical laboratories, other facilities that provide screening, diagnostic or therapeutic services, and providers of health care who diagnose and/or treat patients with respect to cancer. The information on these cases of cancer is reported to NCCR. This is accomplished by abstracting state-required patient cancer information from medical records. Collected data is entered into a specialized database where additional case information is added, edited, and consolidated for accuracy and completeness.

NCCR is a population-based registry funded from the National Program of Cancer Registries (NPCR) through the Centers for Disease Control and Prevention (CDC). This position will work directly with the NPCR and the CDC to successfully implement Data Modernization Project.

Position Description: The Business Process Analyst (BPA) II will work within the Central Cancer Registry Program to coordinate the expanded Data Modernization Initiative activities, including the capacity to participate in the CDC/NPCR sponsored activities and/or utilize Cancer Surveillance Cloud-Based Computing Platform (CS-CBCP) to modernize and improve electronic data exchange, capture, processing, and reporting to improve timeliness, quality, and completeness of data. This includes participating in bi-weekly APHL/AIMS Platform calls to provide updates to vendors, participate in quarterly ePath workgroups, reviewing ePath reports for completeness and quality measures, provide data reports for the number of ePath, electronic provider and hospital reports received by year, participate in project evaluation activities, participate in other NCCR or DMI related calls.

ePath is a CDC specific software, program is aware that applicant will need to be trained and is prepared to provide training and technical assistant in learning ePath.

Entry Level Knowledge, Skills, and Abilities (required at time of application):

- **Working knowledge of:** a variety of end-user tools and applications; principles, practices, and procedures required to design and implement information systems-based solutions. Microsoft Suite including Access, Excel, and PowerPoint.
- **General knowledge of:** automated systems logic; data processing concepts including general database, system security, data communication, and multiple platform strengths and weaknesses; accepted practices and methods used in designing program reviews and evaluations; at least one formal systems design methodology; principles, practices and procedures required to develop, design, and implement information system-based solutions in a wide range of problem domains.
- **Ability to:** perceive and define cause and effect relationships in business processes and automated systems; troubleshoot computer operating problems; analyze organizational and administrative programs, policies and procedures and prepare plans for revision.
- **Skilled in:** working with computer programming staff to test and implement computer systems changes; analyzing information, problems, or practices to identify relevant concerns, patterns, tendencies, and formulate logical conclusions; writing concise, logical, grammatically correct analytical reports; speaking on a one-to-one or group basis using appropriate vocabulary and grammar to obtain information, explain/ train in policies and procedures, organizing materials, information and resources systematically to optimize efficiency; developing, analyzing and interpreting program requirements for management or other agency staff.
- **Bonus Skills:** If you have experience working with Electronic Health Records (EHR) and have worked directly with facilities and providers. HL7 and CDA experience is also very helpful in this position.