Data Manager
Job Family Grid

	Associate Level (level # 1 of job family)	Staff Level (level # 2 of job family)	Senior Level (level # 3 of job family)	Consultant Level (level # 4 of job family)
Job / Role (that differentiates one level from another)	The Data Manager (Associate Level) is responsible for a small number of different projects, generally within a defined clinical program. These projects will be narrow in scope and complexity.	The Data Manager (Staff Level) is responsible for a number of different projects, generally within a defined clinical program and / or moderately complex projects that overlap between clinical programs.	The Data Manger (Senior Level) is responsible for multiple programs within clinical operations. Generally, the senior level Data Manager will be ultimately accountable for the information systems and projects that overlap between several clinical areas and / or more complex clinical programs.	The Data Manager (Consultant Level) is responsible for multiple programs within clinical operations. Generally, the Consultant level Data Manager will be ultimately accountable for the information systems and projects that overlap between several clinical areas and / or highly complex clinical programs.
Minimum Qualifications				
Education	Bachelor's degree in a clinical discipline (BSN strongly preferred)	Master's degree in Medical Informatics, Business Administration, or equivalent + Bachelor's degree in a clinical discipline (BSN strongly preferred)	Master's degree in Medical Informatics, Business Administration, or equivalent + Bachelor's degree in a clinical discipline (BSN strongly preferred)	Master's degree in Medical Informatics, Business Administration, or equivalent + Bachelor's degree in a clinical discipline (BSN strongly preferred)
Experience	Two or more years experience in area of licensure, with at least one year of relevant specialized expertise	Four or more years experience in area of licensure, with at least two years of relevant specialized expertise	Seven or more years experience in area of licensure, with at least Five years of relevant specialized expertise	Ten or more years experience in area of licensure, with at least Five years of relevant specialized expertise
Skills	Relevant clinical knowledge, computer skills including Microsoft Suite (Word, Excel, PowerPoint, Access, Project), and experience in maintaining the integrity of a database. Ability to perform basic database queries with SQL, some experience in development of screen / web based data entry and review applications. Possess a moderate knowledge of statistics and their use in outcome reporting. Must be highly motivated with a positive attitude and high degree of flexibility in a rapidly changing environment. Ability to demonstrate strong critical thinking skill through work history. Strong organizational skills and experience in project management. Must also have strong communication skills (both verbal and written) enabling effective communication with clinicians as well as with IS technical staff and IHC employees at all levels. Ability to deal with highly sensitive and confidential material and adhere to data security and confidentiality protocols and procedures. Ability to travel up to 20% of the time.	Relevant clinical knowledge, computer skills including Microsoft Suite (Word, Excel, PowerPoint, Access, Project), and experience in maintaining the integrity of a database. Actual database development skills, Ability to perform database queries with SQL, experience in development of screen / web based data entry and review applications are essential. Possess a moderate to high knowledge of statistics and their use in outcome reporting. Must be highly motivated with a positive attitude and high degree of flexibility in a rapidly changing environment. Ability to demonstrate strong critical thinking skill through work history. Strong organizational skills and experience in project management. Must also have strong communication skills (both verbal and written) enabling effective communication with clinicians as well as with IS technical staff and IHC employees at all levels. Ability to deal with highly sensitive and confidential material and adhere to data security and confidentiality protocols and procedures. Ability to travel up to 20% of the time.	Relevant clinical knowledge, computer skills including Microsoft Suite (Word, Excel, PowerPoint, Access, Project), and experience in maintaining the integrity of a database. Actual database development skills, Ability to perform database queries with SQL, experience in development of screen / web based data entry and review applications are essential. Possess a moderate to high knowledge of statistics and their use in outcome reporting. Must be highly motivated with a positive attitude and high degree of flexibility in a rapidly changing environment. Ability to demonstrate strong critical thinking skill through work history. Strong organizational skills and experience in project management. Must also have strong communication skills (both verbal and written) enabling effective communication with clinicians as well as with IS technical staff and IHC employees at all levels. Ability to deal with highly sensitive and confidential material and adhere to data security and confidentiality protocols and procedures. Ability to travel up to 20% of the time.	Relevant clinical knowledge, computer skills including Microsoft Suite (Word, Excel, PowerPoint, Access, Project), and experience in maintaining the integrity of a database. Actual database development skills, Ability to perform database queries with SQL, experience in development of screen / web based data entry and review applications are essential. Possess a moderate to high knowledge of statistics and their use in outcome reporting. Must be highly motivated with a positive attitude and high degree of flexibility in a rapidly changing environment. Ability to demonstrate strong critical thinking skill through work history. Strong organizational skills and experience in project management. Must also have strong communication skills (both verbal and written) enabling effective communication with clinicians as well as with IS technical staff and IHC employees at all levels. Ability to deal with highly sensitive and confidential material and adhere to data security and confidentiality protocols and procedures. Ability to travel up to 20% of the time.
Professional Certification(s)	Current License (if a Health Care Professional) preferred	Current License (if a Health Care Professional) preferred	Current License (if a Health Care Professional) preferred	Current License (if a Health Care Professional) preferred