

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

POSITION POSTING CLOSING DATE: 7/11/22

Job Title: IT Data and Applications Specialist

Reports To: Director of NWTEC/Director of IT

Department: NWTEC

Classification: Salaried \$85,000 – 95,000

Funding Duration: 5 years

Location: Portland, OR

Posting Closing Date: July 11, 2022

Job Summary:

Established in 1972, the Northwest Portland Area Indian Health Board (NPAIHB or the Board) is a non-profit tribal advisory organization serving the forty-three federally recognized tribes of Oregon, Washington, and Idaho. Under the direction of the Director of the NWTEC, this new position will sit at the junction of our IT team and our Public Health Modernization Team. Our Information Technology (IT) team supports our organization with broad services, ranging from Technology and Infrastructure to Client Support Services.

This newly created position will manage our Applications and Data function, including managing and supporting applications, data management, portal management and identity management. The Applications and Data specialist will coordinate and lead administration and problem solving of our new database system. This position will be in support of a critical area for NPAIHB: increasing Tribal access to public health data and integrating public health and linkage corrected data at the regional, state and tribal level. This position will also work directly with the NW Tribes and NPAIHB program staff, collaborating on developing and enhancing policies in support of Tribal data sovereignty. Above all, you will be contributing to an organization that helps improve the lives, health and well-being of NW Tribal members.

Essential Functions:

1. Coordinate and lead administration of our new AWS cloud and Aurora Postgres database. This will include technical support to migrate data, update data, and ensure database quality, integrity and performance.
2. Monitor and manage endpoint backups and ensure endpoint compliance with tribal, state, and federal security requirements
3. Monitor and maintain account security in NPAIHB's cloud hosted systems
4. Integrate into an existing team, working to create the Northwest Tribal Data Hub.
5. Provide suggestions and feedback to improve upon IT and program management processes to leadership and serve as the focal point for development of communication processes to staff.
6. Coordinate with HR and internal data stewards to ensure provisioning and deprovisioning employees are well integrated within HR onboarding and offboarding processes

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7. Maintain an internal knowledge base of data hub implementation, data sets included and set up and schema of the AWS system, with technical documentation.
8. Develop and provide training and technical assistance for staff and tribes to support implementation of the NW Tribal Data Hub.
9. Work collaboratively with NWTEC and IT staff to develop, update, and implement data governance policies and procedures.
10. Participate in ongoing data modernization and quality improvement efforts within the organization, acting as a team member with project directors, statisticians and epidemiologists.
11. Keeping abreast of advancements in the field of health informatics and work to implement advancements into a modernized public health data system.

Standards of Conduct:

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized workstation and office environment.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

Qualifications:

- Master's degree in computer sciences or related IT fields OR equivalent of five years work experience as an IT administrator, Database Administrator, or other relevant work experience
- A minimum of three years' experience in IT and/or another technical field
- Experience with configuring and using AWS (Amazon Web Services) services such as:
 - Aurora PostgreSQL (open source relational database that supports both SQL (relational) and JSON (non-relational) querying
 - Aurora (Data Base)
 - S3 (Simple Storage Service)

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- CloudFront (Global Content Delivery Service)
- EC2 (Amazon Elastic Compute Cloud)
- RDS (Relational Database Service)
- VPC (Virtual Private Cloud)
- AWS IAM (Identity and Access Management)
- QuickSight (machine-learning and Business Intelligence Service)
- Possession of AWS Certifications for consideration:
 - AWS Certified Solutions Architect
 - AWS Certified SysOps Administrator
 - AWS Certified Developer
 - AWS Certified Security
 - AWS Certified DevOps Engineer-Professional
- Must have prior experience with configuration management
- Knowledge and/or willingness to learn health information system design and healthcare privacy requirements, eg. HIPAA
- Excellent writing skills
- Excellent communication skills
- Must be highly organized and motivated, and be able to join on-going projects with confidence and experience. Manage complex projects and carry out all responsibilities of the job requirements with minimal day-to-day supervision
- Must demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal, tribal, and other consultant professionals and facilitating participation and partnership in the activities of the program.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context
- Must be able to travel, as requested, to tribal sites using the data hub.

Preferred Qualifications

- Prefer an individual with prior professional and/or personal experience with Tribes. Experience with NW Tribes preferred.
- Experience with public health data systems.
- Clear understanding of cloud technologies with configuration and use.

Typical Physical Activity:

Physical Demands: Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

Physical Requirements: Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, clearly or quickly. Constantly requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or

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descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Environmental Conditions: The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Travel Requirements: Due to COVID-19, NPAIHB staff are teleworking until further notice from NPAIHB Executive Director and pursuant to national and local public health directives.

Disclaimer: The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical or mental disability, marital status, sexual orientation, gender identity, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO: HR@npaihb.org