

STATE OF HAWAII
DEPARTMENT OF HEALTH
DEPUTY DIRECTOR OF HEALTH
HEALTH INFORMATION SYSTEMS OFFICE

FUNCTIONAL STATEMENT

Develops and supports computerized information systems that help the Department of Health (DOH) achieve its goals and objectives in a more effective and efficient way. This office plans, directs, and controls request for data processing and electronic communications services and equipment. This office also directs and coordinates all data processing matters within and between the departments and other state and county agencies, the Federal Government, commercial software and hardware companies.

SECRETARIAL SERVICES

Provides Secretarial and clerical services to the Office.

APPLICATIONS SYSTEMS AND SERVICES

Formulates and maintains the Department of Health long-range objectives and plans providing technical leadership for conducting feasibility studies including determination of health systems requirements, software design and specifications, and resource requirements of data processing systems requested by DOH user groups. Develops systems manuals and insures systems interface. Resources will be used to support general management information systems that do not require special attention.

Responsible for computer programming including developing program system files, computer program coding, testing and checking the programs and program maintenance. Develops procedures and instructions for data processing program implementation. Focuses attention on the Felix Consent Decree, Year 2000 Conversion, WEB development and maintenance.

Develops and maintains support of computer application systems for the various administrations of the DOH and is responsible for the following tasks:

In the area of Application System Support: Provides systems development project management expertise and assist in developing a project plan. Conducts analysis of systems and complies users requirements based on users needs and problems. Assists users to develop a systems design or to evaluate and select application systems to address requirements. Develops external and internal specifications from a system design or maintenance requirement and put together a test plan. Generates computer programs from specifications and conduct unit testing. Conducts systems test and assist users through acceptance. Develops systems and program documentation according to established standards and procedures. Trains users on the technical aspects of the system. Coordinates systems development effort when contractors are involved in a project.

Provides services for the development and maintenance of computer systems for the following functions and services of the department:

Administrative Services - Personnel, Fiscal, Budget, Legislative Tracking, Administrative office automation, and Planning.

Vital Records/Health Status Monitoring - Vital Records and Health Status Monitoring.

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Behavioral Health Services - Adult Mental Health, Child and Adolescent Mental Health, Alcohol Drug Abuse.

Environmental Health Service - Environmental Management, Environmental Health Services.

Other Health Services - Family Health Services, Developmental Disability, Community Health Nursing Services, Dental Health, Communicable Disease, Emergency Medical Services, Health Care Assurance, and State Laboratory Services.

In the area of Resource Support: Provides planning, management, and administrative support services to information processing projects and to the Application System & Services staff. Assists users prepare Project Valuation Assessment documentation. Monitors and administers all request for services. Ensures conformity to systems development standards and procedures. Performs administrative management function of the office. This includes managing the office budget, oversee the preparation and processing of purchase orders, tracking of payments to data processing vendors for purchase of maintenance, licenses, and consulting; upkeep of hardware and software inventory. Coordinates department approval request for hardware and software. Coordinates all external personal computer or information processing training.

In the area of Technical Support: Provides specialized technical information processing expertise in End User Computing, and Systems Programming and Network Management.

In the areas of End User Computing: Reviews all request for purchases of personal computer hardware and software. This would insure compatibility and conformance to the State and department direction and standards. Evaluates and analyzes business requirements then recommend personal computer hardware and software that would meet user's need. Provides microcomputer programming and software support services. Installs and maintains microcomputers. Selects, acquires, and installs microcomputer software and components. Administers microcomputer inventory. Provides microcomputer software training and support to DOH users. Enhances user productivity by helping users get maximum use from hardware and software.

In the areas of Systems Programming & Network Management: Manages, installs and maintains the DOH LAN (local area network) and WAN (wide area network). Provides systems programming support for minicomputers. Monitors performance and capacity of all hardware and plans for future needs and equipment acquisitions. Administers the data bases of the minicomputer and file servers of the LAN. Manages the use of Internet and administer the Departments data bases on the Internet. Provides other technical assistance as required.