

CODING ANALYST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class oversees input and maintenance of the Welfare Management System and the Medicaid Management Information System in the Department of Social Services. Supervision is exercised over data entry operators. The work is performed under general supervision of the Director of MIS and Fiscal Affairs and a Senior Coding Analyst. Wide leeway is allowed for independent judgment in technical details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Reviews and approves data documents prior to submission to the data entry unit in order to ensure correctness;

Supervises and participates in the routine maintenance of peripheral data processing equipment such as printers, terminals, etc.;

Reassigns functions of data entry and display equipment to meet existing information needs;

Explains to program staff the format of reports submitted by WMS/ MMIS and helps program staff locate pertinent information;

Monitors and ensures high level of production in the data entry unit;

Attends in-service training sessions in new procedures and requirements and relays such information to staff;

Acts as liaison between local and State Department of Social Services in matters pertaining to WMS/ MMIS;

Trains program staff in procedures and requirements for information entry and retrieval;

Trains data entry staff in operation of equipment;

Cooperates with internal and external data processing specialists to implement system changes;

Solves technical problems program personnel are experienced in data entry or retrieval;

Controls security of data by assigning, modifying and revoking, as necessary, codes which permit access to information;

Studies, understands and interprets to program staff WMS/ MMIS procedural manuals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the general organization policies, work flow and goals of the Ulster County Department of Social Services; good knowledge of electronic data

entry and retrieval principles and procedures; ability to read and understand technical written material such as procedural manuals; ability to get along well with others; ability to train personnel in data entry and retrieval procedures; ability to perform routine maintenance on equipment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of experience in a non-clerical position in a local Department of Social Services or in a supervisory clerical position in a local Department of Social Services.

ULSTER COUNTY

Adopted: October 22, 1982

1400 CDE ANL

Classification: Competitive

Grade: 13

Union: CSEA