

## SENIOR CODING ANALYST

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class supervises the Welfare Management System (WMS) and Medicaid Management Information System (MMIS) in the Department of Social Services. The work is performed under general direction of the Director of MIS and Fiscal Affairs with wide leeway allowed for independent judgment in technical details of the work. Supervision is exercised over Coding Analysts and Data Entry Operators. 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.

Develops operational procedures and production standards;

Identifies staff training needs and arranges for necessary training;

Acts for and in place of the Director of MIS and Fiscal Affairs in his/ her absence in matters pertaining to WMS/ MMIS;

Identifies need for additional equipment and formulates requests and justifications for same;

Solves technical problems program personnel are experiencing in data entry or inquiry;

Coordinates local EDP and program personnel in implementing system changes;

Reviews State wide changes to data entry and inquiry procedures, relays such information to staff and ensures that changes are incorporated locally;

Acts as liaison with the data processing department in matters pertaining to WMS/ MMIS;

Evaluates WMS files maintenance and operational procedures;

Assists state staff in developing methods and procedures to adapt the system to meet local and state needs.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the general organizational 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 supervise the work of others; 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:** Three (3) 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  
6090 SR CDE ANL  
Classification: Competitive  
Grade: 15  
Union: CSEA

Adopted: October 22, 1982