



# Electronic Health Record Manager I/II/III

Stanislaus County Behavioral Health and Recovery Services

**\$68,889-\$130,686 Annually**

Apply by November 21, 2024



Take Your Place.

# ABOUT THE DEPARTMENT

Behavioral Health and Recovery Services is committed to behavioral health principles that are responsive to both mental health services and substance use disorders. Our scope of services includes, but is not limited to, inpatient and outpatient psychiatric services, substance use disorder services, behavioral education and prevention; public guardian functions and advocacy. We offer these services throughout Stanislaus County at Behavioral Health and Recovery Services managed sites and partner with community agencies, as well as other County departments.

## THE POSITION

Stanislaus County invites applications from qualified candidates for the position of Electronic Health Record (EHR) Manager I/II/III. This recruitment is being conducted to fill one current vacancy in the Behavioral Health and Recovery Services department as the EHR Manager. As EHR Manager, you will oversee a team of staff tasked with administering the SmartCare EHR system and coordinating its use within the department. Additionally, you will have primary responsibility for overseeing State Reporting data collection and submission. You will play a pivotal role in collaborating with the department's Data Analytics and Reporting Technology team lead on meeting external requirements related to interoperability initiatives. The EHR Manager will also work closely with the Outcomes and Evaluation Management team, ensuring that data held within the EHR can be effectively deployed by OEM in support of the departments mission.

## THE IDEAL CANDIDATE

The ideal candidate is adept at handling challenges in a fast-paced organization focused on serving our community. They use creative strategies and possess a management style that drives multiple change initiatives. Strong interpersonal, analytical, communication, and collaboration skills, coupled with leadership and direction, are essential for providing quality service. They are familiar with data management and state reporting, especially in a healthcare setting. The successful candidate demonstrates high emotional intelligence, professional ethics, and integrity. They are a collaborative leader, problem-solver and relationship builder, committed to supporting BHRS' Mission, Vision, and Values continuously.





# THE TYPICAL TASKS

- Oversee and manage the administration of the Electronic Health Record (EHR) system;
- Collaborate with Systems of Care to help shape departmental practice in effective use of the EHR;
- Participate in State meetings related to requirements for the EHR and State Reporting, to inform compliance efforts;
- Drive customer support efforts, providing top quality service while collecting data to inform departmental leadership on challenges related to practice, training and timeliness;
- Supervise and mentor EHR support team;
- Work closely with EHR vendor to understand upcoming changes and their impacts as well as to communicate the department's challenges and demand quality improvements;
- Understand ordinances/policies, State and Federal laws and regulations;
- Advise department personnel on best practices in managing the EHR effectively and securely;
- Plan, implement and direct EHR, State Reporting and other projects as assigned;
- Play a significant role in supporting the IT Manager in the implementation of interoperability initiative;
- Collaborate with the OEM team to support the development of reports and address department data needs from the EHR; AND
- Facilitate meetings with internal and external related to EHR oversight.

*Interested in learning more about the Behavioral Health and Recovery Services department?*

*Scan the QR code or visit <https://www.stancounty.com/bhrs/>*



## MINIMUM QUALIFICATIONS

### KNOWLEDGE/SKILLS/ABILITIES

- Data Collection, Validation and Management
- Administration and Management
- Law and Government
- English Language
- Active Listening and Learning
- Reading Comprehension
- Speaking
- Writing
- Critical Thinking
- Monitoring
- Complex Problem Solving
- Resource Management Skills
- Social Skills
- Judgement and Decision Making
- Attentiveness
- Delivering Reports based on State and Federal Requirements
- Idea Generation and Reasoning Abilities
- Information and knowledge retention



# EDUCATION & EXPERIENCE

## MANAGER I

- One (1) year lead or supervisory experience in health-care related data, analysis or technology functions (e.g. State and Federal data collection and reporting, management reporting and analysis, outcomes evaluation and tracking, electronic health records and systems); AND
- Graduation from an accredited four-year college or university with a degree in Business Administration, Communication, Information Technology or a closely related field.

## MANAGER II

- Two (2) years of administrative experience, of which one (1) year must be at a management level, in health-care related data, analysis or technology functions, (e.g. State and Federal data collection and reporting, management reporting and analysis, outcomes evaluation and tracking, electronic health records and systems); AND
- Graduation from an accredited four-year college or university with a degree in Business Administration, Communication, Information Technology or a closely related field.

## MANAGER III

- Three (3) years of management level experience in health-care related data, analysis or technology functions, (e.g. State and Federal data collection and reporting, management reporting and analysis, outcomes evaluation and tracking, electronic health records and systems); AND
- Graduation from an accredited four-year college or university with a degree in Business Administration, Communication, Information Technology or a closely related field.

For all patterns progressively responsible experience in a related area may be substituted for the required education on a year-for-year basis.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-7339 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.



**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



# JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!\*

\*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

## YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



### Cash Payout

Redo that kitchen or paydown debt.

*It's all yours.*



### Leave Time

Take a little extra time off and enjoy yourself.

*You've earned it.*



### Deferred Compensation

Reduce some taxable income and receive it later.

*Why not?*



# Employee Choice Bonus Plan

## UNDERSTANDING THE DETAILS



### JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



#### **Option 1** **BONUS CASH PAYMENT**

*(Default if employee declines to make a choice)*

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



#### **Option 2** **BONUS LEAVE TIME**

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



#### **Option 3** **BONUS DEFERRED COMPENSATION CONTRIBUTION**

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

### Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



## COMPENSATION & BENEFITS:

**\$68,889-\$130,686 Annually**

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- Accrual of 2-weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- Car allowance upon Department Head approval
- Moving allowance recruited from out-of-County
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

*Details available upon request.*

## RECRUITMENT INCENTIVES:

### **Employee Choice Bonus Plan:**

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit [stanjobs.org](http://stanjobs.org) for more information.

### **Career Ladders:**

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

### **Learning Institute:**

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

## WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



## **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" and is designated Management for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

## **APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY DATE NOVEMBER 21, 2024**

### **Oral Examinations are tentatively scheduled for the week of December 2, 2024**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

### **Resumes will not be accepted in lieu of a completed application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

## **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

## **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.