



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

|                            |  |                                       |  |
|----------------------------|--|---------------------------------------|--|
| <b>POSITION TITLE:</b>     | Director of Health Information Technology and Health Information Management Programs |                                       |  |
| <b>JOB CLASSIFICATION:</b> | <input checked="" type="checkbox"/> Administrator - Educational                      | <input type="checkbox"/> Confidential |  |
|                            | <input type="checkbox"/> Administrator - Classified                                  | <input type="checkbox"/> Classified   |  |
|                            | <input type="checkbox"/> Faculty   |                                       |  |
| <b>RANGE:</b>              | 30   |                                       |  |
| <b>HOURS PER DAY:</b>      | Up to 8  |                                       |  |
| <b>HOURS PER WEEK:</b>     | Up to 40   |                                       |  |
| <b>MONTHS PER YEAR:</b>    | Up to 12   |                                       |  |
| <b>REPORTS TO:</b>         | Dean of Instructional Division or designee   |                                       |  |

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To provide leadership, coordination, management, and supervision of the Shasta College Health Information Technology (HIT) and Health Information Management (HIM) Programs, including the baccalaureate degree. Employees in this classification receive limited supervision within a broad framework of policies and procedures, and hire, train, assign, schedule, supervise, and formally evaluate the work of others. This is an educational supervisory position and operates in an overtime exempt supervisory classification. This position requires a thorough working knowledge of various district procedures, board policies, and federal and state regulations.

**TYPICAL DUTIES**

*Essential Functions:*

- Plans, organizes, coordinates, manages, and evaluates the day-to-day activities and functions of the Shasta College HIT and HIM programs.
- Assists in screening, selecting and supervising support staff and faculty.
- Coordinates faculty assignments in the HIT and HIM programs.
- Using input derived from faculty, advisory committees, and oversight organizations, develops, updates and modifies or submits for deletion program and/or curriculum forms and supporting documents so that the program courses and degrees meet or exceed all state and national training standards, while simultaneously meeting the needs of the tri-county emergency services community.
- Plans, develops, submits, and modifies current and future course schedules.
- Provides for the day-to-day management and supervision of all program students, and students' records.
- Ensures that the HIT/HIM programs have well-structured websites that include current program, degree and course information.
- Serves as designated liaison with CAHIIM and other relevant organizations.
- Monitors enrollments, recruitment, retention, problem solving, testing, test control, student welfare and safety, and new student orientation.

**POSITION DESCRIPTION**

**POSITION TITLE:** Director of Health Information Technology and Health Information Management Programs

- Serves as designated Director of the HIT and HIM programs.
- Implements, reviews, modifies and compiles with HIT/HIM program standard operating procedures, guidelines, goals, and mission statements.
- Acts as a liaison for Shasta College with local, county, and state and federal HIM agencies.
- Seeks out and applies for grants, donations, and other funds which will supplement the current and future HIT/HIM course deliveries.
- Coordinates with the college's Financial Aid Office to maintain currency with federal and state financial aid requirements.
- Oversees the purchasing, inventory management/tracking, security, and operational safety of the equipment, supplies for the HIT/HIM programs.
- Oversees the maintenance and repair of equipment for the HIT/HIM programs; approves or prepares work orders for repairs.
- Complies with all established personnel standards.
- Select, supervisors, and evaluates the performance of program aides and volunteers.
- In conjunction with the division dean receives, reviews, investigates, forwards and/or reports on all student, faculty and staff complaints.
- Resolves personnel issues at the lowest possible level within the organization.
- Ensures that training and personnel records are accurately maintained.
- Complies with local, state and federal training mandates and recordkeeping standards.
- In conjunction with the division dean, support staff, and full-time faculty, develops, proposes, justifies, and modifies, program budgets and new budget requests.
- As required, approves the timely processing of purchase orders and time records for compliance with the college's policies and procedures and state and federal codes, regulations, standards or laws.
- Assists in the development or modification of contracts, facility leases, and rental agreements.
- Participates in a variety of committees and meetings related to the HIT/HIM programs, which may involve travel outside the district or state.
- Performs and/or assists in special projects and assignments as directed.
- Completion of other duties as assigned.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Federal, state and district policies, procedures, and regulations related to HIT/HIM programs and training delivery.
- Current methodology, pedagogy, and andragogy concepts related to vocational CTE training and education.
- CAHIIM, AHIMA and other applicable requirements.
- Principles and practices associated with the maintenance of records, including computerized electronic data collection and reporting techniques.
- Current managerial and supervisory techniques for effective and efficient supervision, management and leadership of faculty, staff and classified personnel.

**POSITION DESCRIPTION**

**POSITION TITLE:** Director of Health Information Technology and Health Information Management Programs

- Computer technology, online course management systems, and technology based education systems.
- Grant writing techniques.
- Program, degree, and course development and evaluation procedures.
- Student learning objectives.
- Risk management assessment and techniques.
- California Title 5 regulations related to program, degree and course development/delivery.

*Ability to:*

- Plan and organize complex tasks/projects.
- Plan and administer complex, highly regulated HIT/HIM programs.
- Solve complex program and course delivery problems in a timely, effective and efficient manner.
- Communicate clearly, both orally and in writing.
- Make sound operational decisions.
- Organize and prioritize work.
- Professionally represent Shasta College and the HIT/HIM programs in the local and statewide community.
- Supervise, mentor and evaluate the work of assigned staff.
- Effectively participate with federal, state and local agencies.
- Demonstrate sensitivity to, and respect for a diverse population.
- Chair committee meetings.
- Interpret and apply district policies and procedures, national safety standards, laws and regulations.
- Prepare and administer Shasta College HIT/HIM programs budgets.
- Prepare written operating procedures and program standards.
- Effectively work with people at all levels, internal and external to the organization.
- Communicate effectively both orally and in writing.
- Utilize computer technology.
- Accurately estimate resources required to accomplish goals and work within project schedules.
- Work independently in the absence of specific instructions.
- Manage and inventory department equipment and supplies.
- Exercise discretion and tact in the handling and processing of sensitive administrative activities and operations.
- Hire, train, schedule, coordinate, and formally evaluate the work of others.
- Continuously monitor changes in regulations, policies and technology related to overall needs of the program.

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**QUALIFICATIONS**

*Education Required:*

- Master’s degree in Health Information Management and RHIA certification or equivalent.

*Experience Required:*

- One year experience managing a HIT or HIM program.

*Other Required or Preferred Qualifications:*

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

**APPROVALS**

Date Created/Revised: 06-15-15 / 10-23-17

Cabinet Reviewed: 07-07-15 / 10-24-17

Board Approved: 07-08-15 / 11-08-17

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)