



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

**EXTERNAL JOB POSTING**

<b>POSITION:</b>	<b>INFORMATION SYSTEMS SPECIALIST</b>
<b>POSTING DATE:</b>	<b>DECEMBER 27, 2017</b>
<b>CLOSING DATE:</b>	<b>JANUARY 05, 2018- 5:30PM</b>
<b>NUMBER OF OPENINGS:</b>	<b>1</b>
<b>RATE:</b>	<b>\$19.42/ HOUR</b>
<b>STATUS:</b>	<b>FULL-TIME/ HOURLY, NON-EXEMPT</b>

**IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.**

**TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT [WWW.TRIHCI.ORG](http://WWW.TRIHCI.ORG)**

**PLEASE SEND COMPLETED APPLICATIONS TO [HUMANRESOURCES@TRIHCI.ORG](mailto:HUMANRESOURCES@TRIHCI.ORG)**

IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 781-6514

## INFORMATION SYSTEMS SPECIALIST

### POSITION JOB DESCRIPTION

**Reports to:** Network Administrator

**Prepared By:** Human Resources

**FSLA Status:** FT, Non-Exempt

**Salary Grade:** TR7-6

**Revised Date:** July 21, 2014

**Board Approval:** August 20, 2014

#### Position Summary:

The Information System Specialist primary role is to service the IT support needs of our user base in a demanding results-oriented environment. This position will work with staff to identify local problems and propose solutions. The Information System Specialist will assist with the support of TRIHC's Information System. The Information System Specialist will assure the quality of computer systems by influencing or motivating staff, defining user requirements, planning hardware and software needs, and adhering to Best Practice standards. Position will require travel.

#### Essential Duties and Responsibilities:

1. Provide technical assistance and on-site training to TRIHC staff.
2. Troubleshoot and solve difficult technical problems.
3. Install software, apply patches, manage file systems, monitor performance and troubleshoot alerts from monitoring services.
4. Identify computer needs and solutions for users.
5. Will maintain all computer systems assigned to them.
6. Provide required services through on-site analysis. Proposes and implements solutions.
7. Recommend the purchase of software and hardware for computer systems.
8. Advise on computer requirements and limitations to help users define a problem or need, and enhance clinical operations.
9. Maintain written reports of findings and activities. Reports status of all projects and activities to the Network Administrator.
10. May participate in IT projects at direction of the Network Administrator.
11. Regular and predictable attendance.
12. Other duties as assigned.

\_\_\_\_\_ initials

**Information Systems Specialist  
Job Description**

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**Additional Responsibilities may include:**

- a) Participation in all required staff meetings.
- b) Performing of general office duties or other related responsibilities as needed and assigned.
- c) Be available to travel for training and meetings as well as support any additional clinics.
- d) Must be drug free and submit to a pre-employment drug screening and continued random drug screenings.

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**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge, Skills, and Abilities**

- 1. AA in computer science preferred – minimum 3 years experience in computer field.
- 2. Excellent customer service skills.
- 3. Experience with :
  - a. Windows 7 Pro, Windows 8.1.
  - b. Windows SQL Server knowledge is desirable.
  - c. Office 2010/13. Office 365. Outlook, Excel, Word, PowerPoint,
  - d. Windows Server 2008 R2, Windows Server 2012 R2
  - e. Email and Domains
  - f. Dell Appassure DL 4000 appliance
  - g. Anti-virus programs
  - h. ShoreTel Phone Systems
  - i. Hyper-V
  - j. TCP/IP Networking
  - k. Wireless Networking
  - l. Knowledge of NextGen, Dentrix, DEXIS, MIP and RPMS software is desirable.
- 4. Ability to work and communicate effectively with wide variety of people within health care settings, state and federal agencies and private organizations.
- 5. Ability to coordinate a number of projects, personnel and clinics to meet specified objectives and to maintain detailed records of these activities and projects.
- 6. Ability to analyze and specify needs of computer systems.
- 7. Microsoft certification a plus.
- 8. Because travel is a requirement for this position you must provide proof of a valid California driver's license and you must provide proof of vehicle insurance per TRIHC's vehicle insurance policy. Failure to meet these requirements may lead to termination.

**Supervisory duties: (if any)**

May need to supervise outside vendors and contractors to insure project goals are met.

**Education, Certificates, Licenses, Registrations and Experience**

An Associates' Degree and at least 3 years of experience in the IT field or an equivalent combination of education and experience may be considered in lieu of a degree. The Human Resources department and Chief Executive Officer will determine what is equivalent.

A current California driver's license and a good driving record are required for this position. Proof of vehicle insurance is required.

All candidates for this position must have acceptable work history if previously employed with the Tule River Indian Health Center, Inc., Tule River Tribe and/or Tribal Entities.

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**Physical Work Environment:** *The description provided here is representative of those conditions in which the Information System Specialist will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Information System Specialist will be situated in a standard IT office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The Information System Specialist will move throughout the health center to meet with supervisors and co-workers, but maintains limited or no direct patient/client contact. Consequently, the Network Administrator must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Possess the ability to use standard office equipment.
3. Possess the strength to lift and carry supplies weighing up to 10 lbs repeatedly and up to 25 lbs intermittently;
4. Possess the visual acuity to read printed materials and a computer screen.
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, and toxicants found on-site.

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Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 and 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

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**Disclaimer:**

*This position description lists the major duties and requirements for the Information System Specialist position as established by subject-matter experts at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

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**Employee Affirmation:**

*I have thoroughly read the attached position description for the position of Information System Specialist Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHC and I agree to perform the duties and responsibilities outlined therein.*

Employee Name (Print)
Employee Signature
Date