



## **Job Class: State Program Administrator, Coordinator**

### **Working Title: Data Manager and Analyst**

Job ID 27694

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 12/07/2018

**Closing Date:** 12/27/2018

**Hiring Agency/Seniority Unit:** Minnesota Emergency Medical Services Regulatory Board/MAPE

**Work Shift:** Days

**Work Hours:** 8:00 a.m. to 4:30 p.m.

**Days of Work:** Monday - Friday

**Travel Required:** Yes

**Salary Range:** \$30.25 - \$44.98 /hourly; \$ 63,162- \$93,918 /annually

**Classified Status:** Classified

**Connect 700 Program Eligible:** Yes

### **Job Summary**

The Data Manager and Analyst serves as a key and collaborative members of a team that protects the public's health and safety with regard to EMS in Minnesota. The Minnesota Emergency Medical Services Regulatory Board is located in Minneapolis, Minnesota, and the position will be based at the Minneapolis office.

The purpose of this position, with limited supervision, is to engage in data management, data systems management, and data analytics, interpretation, and reporting. The person in this position will:

- Be the go-to expert on the Minnesota State Ambulance Reporting System (MNSTAR), the EMSRB eLicense software platform, and the National EMS Information System (NEMSIS);
- Create functionality within MNSTAR and eLicense, creating forms and triggers and assessing functionality success;
- Provide project management, system integration, and support for vendor upgrades for MNSTAR, eLicense, and other EMSRB software systems;
- Fulfill data requests, create reports, and audit data entered by ambulance services, and formulate, implement, and enforce proper data collection policies and procedures; and
- In coordination with EMSRB field staff, provide statewide training on MNSTAR use and reporting.

Responsibilities for this position include, but are not limited to:

- Data systems management of EMSRB databases and software.
- Data management, analysis, and reporting.
- Data collection analytics and audits.
- Statewide training on MNSTAR and other EMSRB systems in coordination with EMSRB field staff.
- Travel to in-state and out-of-state conferences and meetings.

## Minimum Qualifications

**\*\* To facilitate proper crediting, please ensure that your application and resume clearly describes your experience, education, and abilities as described in the minimum qualifications.**

- Four (4) or more full time equivalent years of advanced-professional dedicated experience working in a data manager and data analyst role or other role similar to this position. A Bachelor's degree or higher in a field related to this position may substitute for one (1) year of this experience; and
- Current Emergency Medical Technician (EMT) certification at the Minnesota or National Registry level, or expired EMT certification within the window for renewal.
- The advanced-professional experience must demonstrate the following:
  - Experience as a project manager (Note: PMP certification is not required);
  - Experience providing data systems management including design, development, and analysis;
  - Ability to:
    - Troubleshoot a variety of software problems;
    - Work effectively with software vendors;
    - Create professional presentations, charts, reports, and documents using Microsoft Office software or related/similar tools and deliver professional presentations to a variety of audiences.
    - Create table and graphs displaying data/results to facilitate analysis.

## Preferred Qualifications

**\*\* To facilitate proper crediting, please ensure that your application and resume clearly describes your experience, education, and abilities as described in the preferred qualifications.**

- Knowledge of:
  - Data privacy laws and standards;
  - Data collection systems, architecture, configuration, management, and security; and
  - MNSTAR and NEMSIS systems and data elements.
- Advanced working knowledge of SQL databases and report writing.
- Current Paramedic certification at the Minnesota or National Registry level, or expired Paramedic certification within the window for renewal.
- Understanding of EMS operations and pre-hospital care delivery models.
- Ability to utilize statistical methods to conducts analytics.
- Ability to work effectively both independently and as part of an interdisciplinary team with colleagues of diverse backgrounds.
- Oral and written communication skills sufficient to compose clear, concise, error-free, and understandable narratives and presentations for a variety of audiences.
- Proficiency in Microsoft applications.
- Knowledge of the structure and organization of local and state government.

## Additional Requirements

To facilitate proper crediting, please ensure that your application and resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

It is our policy that candidates submit to a background investigation prior to employment. The background check may consist of the following components: criminal history check (a criminal conviction will not automatically remove a

candidate from consideration); employment reference check; education verification check; SEMA4 records check, and a driver's license records check.

## Why Work For Us

This is a rare opportunity for an exceptional professional to protect the public's health and safety. The work will be interesting, challenging, and rewarding.

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

## How to Apply

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>

For additional information about the position, including the position description, go to

<https://mn.gov/boards/emsrb/about-us/jobpostings/>

## Contact

If you have questions about the position, contact Jodie Segelstrom 651.259.3768 or [jodie.segelstrom@state.mn.us](mailto:jodie.segelstrom@state.mn.us)

If you are a Connect 700 applicant, please email your certificate to Jodie Segelstrom at [Jodie.segelstrom@state.mn.us](mailto:jodie.segelstrom@state.mn.us) by the position close date.

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### AN EQUAL OPPORTUNITY EMPLOYER

*The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.*

*We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.*