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**Employee's Name:**

**Position Control Number:**

**Agency/Division:** EMSRB

**Activity:**

**Classification Title:** State Program Administrator, Coordinator

**Working Title:** Data Manager and Analyst

**Prepared By:** Tony Spector, Executive Director

**Appraisal Period:** to

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**EMPLOYEE'S SIGNATURE/DATE**

**SUPERVISOR'S SIGNATURE/DATE**

(this position description accurately reflects my current job)

(this position description reflects the employee's current job)

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**POSITION PURPOSE**

Under limited supervision, this position provides data systems management for EMSRB. The 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). The position will create functionality within MNSTAR and eLicense, creating forms and triggers and assessing functionality success. The position will provide project management, system integration, and support for vendor upgrades for MNSTAR, the EMSRB eLicense system, and other EMSRB software. The position will fulfill data requests, create reports, audit data entered by ambulance services, and formulate, implement, and enforce proper data collection policies and procedures. In addition, and in coordination with EMSRB field staff, this position will provide statewide education training on MNSTAR use and reporting.

**REPORTABILITY**

Reports to: Executive Director, EMSRB

Supervises: none.

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**DIMENSIONS**

Budget: Has influence over \$120,000 vendor contracts.

Clientele: EMS agencies and personnel, EMS regional systems, Children's Minnesota, various federal and state agencies and partners, licensed ambulance services, and the staff and board members of the EMSRB.

**POSITION****DESCRIPTION B****EMPLOYEE'S NAME:****PCN:**

Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
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|----|---|---|----|---|
| 1. | <p>Provide data systems management for EMSRB including design, development, and analysis of EMSRB databases and software.</p> <ul style="list-style-type: none"> <li>A. Serve as project manager and statewide expert for the state's ambulance prehospital care reporting database and software system entitled MNSTAR.</li> <li>B. Manage the EMSRB's comprehensive electronic licensing database and software system that credentials EMS agencies, EMS personnel, and EMS education programs.</li> <li>C. Manage contracts with data repository and third-party software vendors.</li> <li>D. Maintain the classification of data in accordance with the Minnesota Government Data Practices Act.</li> <li>E. Oversee and ensure all imported data complies with current National EMS Information System (NEMSIS) standards.</li> <li>F. Ensure all vendor updates are properly installed and rolled out.</li> <li>G. Attend and participate in relevant data meetings throughout the state including the EMSRB's Data Policy Standing Advisory Committee.</li> <li>H. Attend and participate in out-of-state meetings with the National Association of EMS Officials (NASEMSO) Data Managers Council.</li> <li>I. Troubleshoot data submission errors and data error issues.</li> <li>J. Establish data quality standards in collaboration with the EMSRB's Data Policy Standing Advisory Committee and EMSRB Board and work with reporting agencies to ensure standards are met.</li> <li>K. Act as liaison between EMSRB and third party software vendors</li> <li>L. Act as liaison between EMSRB and NEMSIS.</li> <li>M. Conduct product evaluations and make recommendations for appropriate software selection to meet EMSRB and stakeholder needs.</li> <li>N. Provide consultation and technical assistance to systems users.</li> <li>O. Troubleshoot system issues, working with users, MN.IT, and vendors as appropriate.</li> <li>P. Analyze and maintain the MNSTAR data dictionary.</li> <li>Q. Perform internal data quality reviews and audits.</li> <li>R. Evaluate current systems to improve operations.</li> <li>S. Maintain functionality and integrity of the GovDelivery email communication platform.</li> <li>T. Maintain functionality of EMSRB agency website.</li> <li>U. Develop and make presentations to stakeholders on topics related to EMSRB data systems.</li> <li>V. Assist the Executive Director in assessing and solving problems associated with functional and operational issues of the EMSRB as assigned.</li> </ul> | A | 40 | A |
| 2. | <p>Data Management, Analysis, and Reporting.</p> <ul style="list-style-type: none"> <li>A. Coordinate and implement data use agreements with state and federal partners</li> <li>B. Respond to data requests by creating data queries and thereafter crafting appropriate summary reports that comply with Minnesota Data Practices Act.</li> <li>C. Analyze MNSTAR and NEMSIS submissions and evaluate quality and error rate.</li> <li>D. Prepare monthly, quarterly, annual reports, and ad-hoc reports as necessary.</li> <li>E. Present EMS data reports at regional, state, and national conferences and meetings.</li> </ul>   | A | 30 | A |

**POSITION****DESCRIPTION B****EMPLOYEE'S NAME:****PCN:****Resp. No. PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS****Priority % of Discretion  
Time**

- F. Design, develop, and provide reports of MNSTAR and NEMSIS data to EMSRB staff, EMSRB Board, EMSRB committees, ambulance services, and the public as requested.
- G. Analyze data and engage in data research for EMSRB projects.
- H. Represent the EMSRB on data and research requests and projects with state and federal partners and non-profit research organizations including the National Registry (NREMT) and NASEMSO.
- I. Assist the EMS for Children program by engaging in data analysis required to satisfy federal performance measure requirements specific to NEMSIS data.
- J. Assist the investigation and compliance functions of the EMSRB by generating incident-specific reports from the EMSRB databases.

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|----|---------------------------------------|---|----|---|
| 3. | Data collection analytics and audits. | A | 20 | A |
|----|---------------------------------------|---|----|---|
- A. Formulate, implement, and enforce proper data collection policies and procedures.
  - B. Provide expert advice on data collection, dissemination, analysis, and reports.
  - C. Work with providers on upload of data from legacy or new data collection systems.
  - D. Ensure quality data collection techniques are established for reporting agencies through review, analysis, and agency audit.
  - E. Perform compliance reviews on data entered into MNSTAR by providers.
  - F. Educate and train reporting agencies on proper data collection methods. Train reporting agencies about data collection tools and equipment.
  - G. Develop and perform data quality review audits and work with providers to ensure they are meeting defined data quality standards.
  - H. Develop and maintain retention schedules for data and ensure compliance with data retention policies and procedures.
  - I. Ensure compliance with data confidentiality requirements.
  - J. Attend meetings to provide updates on data collection and report activities.

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|----|--|---|----|---|
| 4. | Statewide training on MNSTAR and other EMSRB systems in coordination with EMS field staff. | B | 10 | A |
|----|--|---|----|---|
- A. Develop training materials in multiple modalities such as classroom and online.
  - B. Educate and train EMS responders and reporting agencies on proper data collection and submission.
  - C. Deliver training in collaboration with EMSRB field staff.
  - D. Maintain training materials to ensure quality, consistency, and availability.

**POSITION****DESCRIPTION C****EMPLOYEE'S NAME:****PCN:**

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**NATURE AND SCOPE** (relationships; knowledges, skills and abilities; problem solving and creativity; and freedom to act.)**RELATIONSHIPS**

This position has extensive contact with software vendors, MN.IT staff, EMSRB staff, individuals and organizations in the state and national EMS communities including grantors and grantees, regulated EMS entities, staff of the Minnesota Department of Health, and the Federal Health Resources and Services Administration. The person in this position must possess an advanced ability to obtain and maintain positive relationships with stakeholders and be able to recognize and navigate challenges to these positive relationships.

**KNOWLEDGES, SKILLS AND ABILITIES**

In-depth knowledge of MNSTAR and NEMSIS systems and elements.

Knowledge of SQL Reporting Services and web services.

Knowledge of XML file formatting.

Knowledge of data administration principles and practices and relevant state and federal laws and requirements.

Knowledge of state and federal reporting and auditing requirements.

Knowledge of data collection systems, architecture, configuration, management, and security.

In-depth knowledge of data privacy laws and standards.

Knowledge of project and program management principles and practices.

Strong oral communication skills to deliver professional presentations to a variety of audiences.

Ability to troubleshoot a variety of software problems.

Ability to write error-free, professional reports and documents in plain language, targeted to the appropriate audience and meeting a variety of stakeholder needs.

Ability to create professional presentations, charts, reports, and documents using Microsoft Office software or related/similar tools.

Ability to use computer software applications for data analysis and presentation.

Ability to establish rapport and create a mood of cooperation for effective problem solving.

Ability to set and meet goals and objectives.

Ability to organize and prioritize under strict time and production deadlines while producing quality deliverables.

Ability to analyze data and make independent decisions based on the results.

Ability to keep project and program activities on schedule to ensure timely completion.

Ability to travel to in-state and out-of-state conferences and meetings.

Ability to work in a team environment, collaborating effectively and productively.

Ability to work independently.

**PROBLEM SOLVING AND CREATIVITY**

- Solve problems related to software malfunctions using a thorough knowledge of the systems and an ability to elicit the nature of the problem.
- Create solutions for developing reports on data collected.
- Weigh all relevant factors relating to problem identification and analysis within areas of responsibility and make appropriate recommendations within board policy and statutory restraints.
- Define problems, collect data, establish facts and draw valid conclusions. Some scenarios may involve considerable ambiguity or uncertainty.
- Make well-reasoned decisions based upon careful analysis and thoughtful consideration.

**POSITION  
DESCRIPTION C**

**EMPLOYEE'S NAME:**

**PCN:**

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**FREEDOM TO ACT**

This position has extensive freedom to act on behalf of the agency within the parameters established by the Executive Director. This position's responsibilities require the use of professional judgment consistent with relevant state and federal information technology, data, administrative, and fiscal procedures.