



**Job Code:** 8130

**Grade:** 24

**HCWR:** N

**Job Title**

Associate Chief Information Officer

**Department**

Health Information Systems

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Associate Chief Information Officer will support of the Chief Information Officer (CIO) providing leadership and guidance in critical areas of Information Technology throughout Cook County Health (CCH). The position will be responsible for leading operations, major initiatives, technology evaluation and business continuity efforts. This position will build relationships working with management and senior leadership to prioritize projects and allocate resources providing technical expertise in the areas of planning, technologically advanced digital transformation, and patient focused technology solutions.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



**General Administrative Responsibilities**

*Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

**Typical Duties**

- Oversees the daily IT operations supporting CCH.
- Supports newer technologically advanced patient care modalities, such as telemedicine and remote patient monitoring.
- Assesses existing efforts, initiatives, and successes in working to establish an electronic medical record, lead the initiative to establish a new vision and strategy for a platform to support the provision of clinical financial services and execute the identified financial and business clinical information strategy.
- Develops a strategy and plans for the technical infrastructure and application architecture for CCH and execute the plan. The plan shall include standards and protocols for data exchange, communications, software and interconnection of information systems.
- Sets strategies and objectives aligned with the CCH strategic plan.
- Advises executive management on opportunities and risks associated with technology.
- Develops and maintains IT policies, programs, and procedures including supporting documentation.
- Manages IT third-party software and hardware suppliers and service providers.
- Maintains a viable business and disaster recovery plan.
- Ensures that all initiatives in the IT portfolio have clear business goals and success metrics.
- Assists with IT annual and capital budget including purchasing of hardware and software.
- Responds to and complies with audit, regulatory, and CCH policies and procedures.
- Manages the work of the IT staff, assign specific duties, and ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems as needed.
- Participates in the interview, hiring, training and development of IT staff.
- Evaluates staff members' job performance, including personal, interpersonal, and technical knowledge, skills, abilities, on a regular basis as determined by company procedures, and recommend appropriate actions.
- Communicates with people outside the organization on a regular basis including vendors and business partners.
- Maintains technical and professional knowledge by attending educational workshops and training, obtaining relevant professional certifications, participating in professional associations, and staying informed of any legal, policy and procedural changes relating to information technology and information security.



### **Typical Duties**

- Remains current on information about technology standards and compliance regulations. Oversees the development and establishment of standards, policies, procedures and performance metrics for managing the IT infrastructure and systems.
- Leads the development of applications that increase IT efficiency and participates in Hospital Leadership decisions about corporate governance and policymaking.
- Performs other duties as assigned.

### **Reporting Relationship**

Reports to the Chief Information Officer-CCHHS

### **Minimum Qualifications**

- Bachelor's degree or higher from an accredited college or university
- Five (5) years of experience leading IT systems and IT management
- Five (5) years of experience supporting healthcare information systems and information technology

### **Preferred Qualifications**

- Master's degree in Business, Business Administration, Information Technology, Information Systems/Computer Science, Management or related field from an accredited college or university
- Five (5) years management and/or leadership experience in a complex healthcare system
- Prior experience and technical knowledge of networking, clinical and non-clinical applications, digital technologies, informatics, clinical training, security, business continuity, and disaster recovery

### **Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of financial and business analysis techniques
- Knowledge of current trends and developments in information technology
- Knowledge and demonstrated experience in the monitoring, management, oversight, and strategic expansion of clinical/financial applications, communications and system infrastructures, advanced network topologies, and enterprise applications
- Knowledge in deploying and implementing secure enterprise technology systems in a complex environment that provide resilient and highly available services
- Knowledge and experience in leading multiple large units as part of a larger complex and diverse organization and in fostering a positive team spirited technology culture
- Demonstrated knowledge and experience in implementing clinical ancillary systems, such as ancillary systems such as laboratory or radiology
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Skill in effectively organizing resources and establishing priorities
- Ability to provide effective and appropriate strategic guidance and counsel to clients in the assessment and development of technology systems and solutions
- Ability to develop and evaluate requests for proposals for leading-edge information services



**Knowledge, Skills, Abilities and Other Characteristics**

technology

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**