

Cooper Thomas, LLC

Labor Category Descriptions

Program Manager

Functional Responsibilities:

Senior corporate manager responsible for management, organizational, and business consulting services. Manages program operations involving multiple projects or task orders; organizes, directs, and coordinates planning and execution of all program support activities. Responsible for overall contract performance. Manages resources, cost, schedule, and quality of multiple projects, and ensures contractual obligations are met. Provides guidance and direction to subordinates; assigns, schedules, and reviews their work; and communicates policies and goals of the organization to them. Develops and cultivates government client relationships at management and executive levels.

Minimum Experience: 10+ years of project-related business experience with 3 years educational equivalency

Minimum Education: BS/BA

Project Manager

Functional Responsibilities:

Responsible for the overall management of a project or a group of related tasks under the guidance of the Program Manager. Responsible for the completion of assigned projects and tasks within budgetary and scheduling constraints. Leads project team assigned for the duration of a project or for short-term assignments requiring specific areas of expertise during the project. May provide input for team member performance appraisals. Assists the Program Manager in working with agency project managers and personnel.

Minimum Experience: 5-7 years of project-related business experience with 3 years educational equivalency

Minimum Education: BS/BA

Systems Analyst/Developer

Functional Responsibilities: Under general direction, responsible for analyzing and determining user requirements, defining key business processes and procedures, isolating pre-implementation problems, identifying manual processes that can be converted to automated processes, or proposing improvements to existing automated processes to allow the client to create efficiencies in its business operations. Recommends the appropriate business solutions based upon the processes in place, industry knowledge, technology available in the marketplace, and overall customer requirements. Serves as liaison between functional and technical specialists; participates in the development of tools to support analysis and tracking of key business metrics that are relevant to the client's business operations and processes.

Minimum Experience: 5-7 years of relevant industry experience with 3 years educational equivalency

Minimum Education: BS/BA

Health Information Consultant

Functional Responsibilities:

Provides specialized expertise in the field of health informatics and health information management (HIM), including clinical and administrative terminologies and health data standards. Has extensive knowledge of paper-based and electronic health record systems, health data management, health services delivery and operations, and privacy and security of health information. Advises clients on means to improve processes for managing health information, including the collection, interpretation, and analysis of clinical, financial, and administrative data required to support health care treatment, payment, operations, and research.

Minimum Experience: 10 years information or operations experience in the health care industry with 3 years educational equivalency

Minimum Education: BS/BA

Health Information Manager

Functional Responsibilities: Provides specialized expertise in all aspects of health information management (HIM), including the collection, interpretation, and analysis of clinical, financial, and administrative data required to support health care treatment, payment, operations, and research. Has extensive knowledge of paper-based and electronic health record systems, health data management, health services delivery and operations, and privacy and security of health information. Conducts process audits and evaluations. Advises clients on means to improve processes for managing health information. Designs and conducts customized training as required by the client.

Minimum Experience: 7 years information or operations experience in the health care industry with 3 years educational equivalency

Minimum Education: RHIT

Communications Consultant

Functional Responsibilities:

Provides expertise in the formulation of communication objectives, the preparation of audience-specific messages and materials, and the design of appropriate communications pieces to support the program goals and project deliverables. Develops communications plans and materials, such as presentations, educational materials, white papers, articles, and responses to Congressional inquiries; reviews and edits communications materials; develops educational materials to support client objectives. Employs print, electronic, and Web formats. May support organization development initiatives and develop recommendations for organizational alternatives. Maintains communications systems and processes, and monitors and adapts communications activities to improve effectiveness.

Minimum Experience: 6 years of general business experience with 3 years educational equivalency

Minimum Education: BA

Communications Specialist

Functional Responsibilities:

Develops communications materials, such as presentations, deliverables, meeting minutes, and notes. Proficient in word processing, spreadsheet development, and coordination of project communications. Employs print and electronic formats. Maintains communications systems and processes, and monitors and adapts communications activities to improve effectiveness.

Minimum Experience: 7 years of general business experience with 5 years educational equivalency

Minimum Education: HS/GED

Analyst I

Functional Responsibilities: Supports other project team members in performing needs assessments, analyses and evaluations, and developing reports, briefings, and other project communication materials. Works under the direction of other project team members in performing analytical tasks designed to collect and analyze information. Assists the project team in the creation of appropriate strategies and the means to implement them. Assists in performing complex business process flow analysis, designing process improvements, systems, and/or data models, and developing sophisticated measurement indicators. Has experience in specialty areas as required by the task order and works effectively and efficiently work with a supervision level commensurate with ability.

Minimum Experience: 1 year of general business experience with 1 year educational equivalency

Minimum Education: BA or RHIT

Analyst II

Functional Responsibilities:

Supports other project team members in performing needs assessments, analyses and evaluations, and developing reports, briefings, and other project communication materials. Performs analytical tasks designed to collect and analyze information. Assists the project team in the creation of appropriate strategies and the means to implement them. Assists in performing complex business process flow analysis, designing process improvements, systems, and/or data models, and developing sophisticated measurement indicators. Has experience in specialty areas as required by the task order and works effectively and efficiently work with limited supervision.

Minimum Experience: BA + 2-4 years of relevant industry experience with 2 years educational equivalency
RHIA or RHIT +1 years

Minimum Education: BA or RHIT

Analyst III

Functional Responsibilities:

Performs analytical tasks designed to collect and analyze information. Performs needs assessments; functional, lifecycle, and technical analyses; feasibility studies; cost-benefit studies; and evaluations. Acts as a functional expert for information resource management, and consults with the client to advise in the creation of appropriate strategies and the means to implement them. Develops briefings, presentations, and reports. Possesses experience in specialty areas as required by the task order; works independently and can manage the work effort of other team members.

Minimum Experience: BA + 4-6 years of relevant industry experience with 3 years educational equivalency; RHIA or RHIT + 2 years

Minimum Education: BA or RHIT

Subject Matter Expert I

Functional Responsibilities: Provides expertise in a specific subject matter, and technical knowledge and analysis of specialized programs. Provides high-level functional analysis, design, integration, documentation, training and implementation advice which requires high-level knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specialized areas of expertise to task order requirements. Develops performance measures, and program audits and evaluations for the client as required. Designs and prepares reports, studies, evaluations, and related documentation; prepares and delivers briefings to client representatives.

Minimum Experience: 6 years direct industry experience at an executive level or having been published with pertinent industry articles with 1 year educational equivalency

Minimum Education: BS/BA + certification or degree in subject matter area.

Subject Matter Expert II

Functional Responsibilities: Serves as a consultant in a highly-specialized functional or technical area. Provides specific technical or functional guidance, reflecting detailed, expert knowledge of a specific area or function. Provides high-level functional analysis, design, integration, documentation, training, and implementation advice which requires expert-level knowledge of the subject matter. Applies principles, methods, and knowledge of specialized areas of expertise to task order requirements. Designs and prepares reports, studies, evaluations, and related documentation; prepares and delivers briefings to client representatives.

Minimum Experience: 9 years direct industry experience at an executive level or having been published with pertinent industry articles with 3 years educational equivalency

Minimum Education: BS/BA + certification or degree in subject matter area.

Subject Matter Expert III

Functional Responsibilities: Serves as a consultant in a highly-specialized functional or technical area. Confers with the client's executive managers to develop business strategies based on line of business expertise. Provides specific technical or functional guidance, reflecting detailed, expert knowledge of a specific area or function. Provides high-level functional analysis, design, integration, documentation, training, and implementation advice which requires expert-level knowledge of the subject matter. Applies principles, methods, and knowledge of specialized areas of expertise to task order requirements. Designs and prepares reports, studies, evaluations, and related documentation; prepares and delivers briefings to client representatives.

Minimum Experience: 12 years direct industry experience at an executive level or having been published with pertinent industry articles with 3 years educational equivalency

Minimum Education: BS/BA + certification or degree in subject matter area.