



**AIRA**  
AMERICAN IMMUNIZATION  
REGISTRY ASSOCIATION

## Senior Technical Analyst

### About AIRA

The [American Immunization Registry Association \(AIRA\)](#) is a respected 501(c)(3) nonprofit membership organization that plays a pivotal role in promoting the development and implementation of immunization information systems (IIS) to combat vaccine-preventable diseases. With a collaborative approach, AIRA serves as a platform where IIS programs, organizations, individuals, and communities converge to pool their expertise, exchange knowledge, and advance IIS and immunization programs. As a prominent advocate for standards, policy, and funding, AIRA spearheads initiatives in data exchange standards development and information sharing, and it provides valuable resources for education and training.

At AIRA, we are champions of the IIS community and public health. We believe integrity defines both our work and our people. Remote work and flexible schedules have been our way of working long before the pandemic. We celebrate our teams' diverse experiences with opportunities to share and learn from one another. AIRA provides excellent health benefits and a matching 401(k), and it fosters a family-friendly culture.

### The Job

AIRA is currently seeking a senior technical analyst. This role reports to the standards and analytics director within the Standards and Analytics Branch. This position is within the Health Informatics Division. This position plays a crucial role in supporting the Standards and Analytics (S&A) team, with a specific focus on the Measurement and Improvement (M&I) initiative, technical assistance (TA), and education. This role leads projects of varying complexity related to new and existing M&I measurement topics that encompass planning, analysis, research, presentation of findings, making recommendations, and conducting end-to-end user testing. Additionally, TA and education are delivered to a diverse public health and informatics audience and include supporting various user groups through coordination, facilitation, content development, and presentation delivery. This position requires strong organizational and communication skills as well as the ability to work collaboratively within a team environment after working independently on generating new and existing work.

### Is This You?

Do you want to make a lasting impact on health care interoperability and the effectiveness of immunization programs? Do you thrive in a fast-paced, dynamic environment? Are you flexible, adaptable, and resilient in the face of challenges, change, and ambiguity? Do you have experience working with IIS and HL7? Are you someone who thrives in a team environment but



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also takes initiative whenever possible? Do you have a passion for innovation and improvement with a commitment to proactive learning? Do you enjoy solving complex technical and measurement problems and finding solutions for a wide range of use cases? If so, we hope you apply!

## Job Responsibilities

The senior technical analyst plays a pivotal role in providing leadership expertise across the project areas below, ensuring alignment with IIS community standards, supporting the IIS community through user groups, TA, and education, fostering collaboration and engagement among the team and other AIRA staff, and driving continuous improvement efforts:

- [Measurement and Improvement \(M&I\) initiative](#), including facilitating and presenting analytics to the [Measurement for Assessment and Certification Workgroup \(MACAW\)](#)
- Development of user stories and requirements, in collaboration with the M&I business analyst, for development of the [Aggregate Analysis Reporting Tool \(AART\)](#), including testing functionality
- [Technical assistance](#) focused on M&I as well as other topics to support IIS alignment with the [IIS Functional Standards](#) and other ongoing and emerging standards
- Participation in, leading, and facilitating [workgroups](#) and committees, such as the HL7 User Group, Smarty Address Cleansing User Group, and the Standards and Interoperability Steering Committee
- Supporting, planning, and implementing educational opportunities for the community in support of standards alignment such as on-demand and/or instructor-led learning courses on immunization messaging and interoperability
- Current standards work using [HL7](#) Immunization Messaging and exploring future standards technology solutions within the IIS community, such as [Fast Healthcare Interoperability Resources \(FHIR\)](#)

## Summary of Duties

The senior technical analyst must have broad technical, clinical, and public health knowledge of IIS functions and the ability to:

- Understand and resolve complex issues, complaints, or problems
- Develop project tasks and assure efficient and timely completion of program projects and activities
- Maintain sensitive data in a confidential manner





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- Change direction and re-prioritize in response to evolving situations
- Create graphics and visuals from data
- Train others as needed
- Prioritize conflicting needs; handle tasks and requests expeditiously and proactively; and follow through on projects to successful completion, often with deadline pressures
- Communicate clearly, efficiently, and proactively
- Demonstrate interpersonal skills such as diplomacy, patience, and politeness
- Emulate the style, philosophy, and persona of the organization with a positive and professional approach

This position is responsible for:

#### Current and Future Measurement

- Discussing, researching, developing, planning, and informing strategies and approaches for quantitatively and qualitatively measuring IIS functions and performance
- Developing recommendations based on individual research to advance new measurement areas
- Planning and developing measurement strategies, methods, and approaches
- Conducting measurement and analysis on various IIS capabilities and functions, including analysis and releasing of report results within AART
- Analyzing and developing trend reports for both internal and external stakeholders
- Developing and presenting data, other testing results, and/or recommendations to MACAW, including facilitating consensus voting on proposals
- Using a variety of tools (e.g., Excel, Tableau) to present findings and information
- Understanding, participating in, and ensuring the success of the software development life cycle as it relates to AART, including user testing

#### Technical Assistance and Education

- Providing programmatic and operational technical assistance, both proactively and responsively, to the IIS community regarding data analysis and standards alignment as part of the M&I initiative, including conducting AART clinics virtually
- Leading, planning, coordinating, and implementing in-person AART clinics annually at the AIRA National Meeting, which includes developing/maintaining session registration, coordinating with other S&A team members for staff sessions, and coordinating with the internal National Meeting planning team on marketing, promotion, and onsite logistics





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- Providing programmatic and operational technical assistance to the IIS community regarding onboarding, testing, and operationalizing data exchange and data use opportunities, as well as other broad topics as they arise
- Providing direct technical assistance related to HL7 V2 messaging with basic assistance on FHIR as needed
- Leading, planning, coordinating, and delivering educational content for trainings and other learning sessions, such as the interoperability course (This includes collaboration with the Education and Outreach team and may include management and content creating within RISE, AIRA's Learning Management System.)

### Support of User Groups

- Organizing, planning, facilitating, and providing subject matter expertise for various user groups, including recruitment for speakers and other content experts as needed
- Developing and presenting content to lead engaging discussions and facilitate question-and-answer sessions
- Developing user group agendas and working with administrative support to ensure minutes are captured correctly and distributed appropriately
- Collaborating with administrative support to ensure calendar invitations and attendee lists are accurate for all associated user group planning and regular meetings

### Qualifications and Requirements

- Minimum of five years of progressive professional experience with increasing responsibility as a subject matter expert in public health, clinical health, health care, information technology, or related expertise
- Bachelor's degree in public health or a related field (public health, health administration, computer science, informatics, business, etc.) with a master's degree in public health or a related field preferred
- Prior experience and proficiency in IIS, HL7, and/or public health interoperability is highly desirable
- A home office space conducive to a professional working environment with audio and video conferencing capabilities
- Ability and flexibility to travel at least four to six times per year

### Salary, Benefits, and Perks

- Our company is remote-first. Headquarters are in Washington, D.C., but all team members work remotely from their home office.



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- The salary range for this position is between \$90,000 and \$110,000 annually depending on experience.
- Comprehensive medical, dental, and vision benefits for you and your family
- 401(k) retirement plan with company match
- FSA and HSA benefits
- Cell phone and internet reimbursement
- Generous paid vacation
- 100% paid parental leave
- Professional development opportunities (classes conferences, workshops)
- An annual two- to three-day company retreat

## Application Process

Applicants must submit an application packet consisting of both:

1. A cover letter stating why the applicant is interested specifically in this position
2. A current résumé or CV

All forms must be submitted in PDF FORMAT ONLY. Title the application as follows: *Senior Technical Analyst – [applicant's last name] Oct 2023*. Only electronic applications will be accepted for this position. Send completed application package to [admin@immregistries.org](mailto:admin@immregistries.org). Applications that do not include the requested information in the correct format may not be considered.

The deadline for the submission of applications is **Friday, October 6, 2023**. Consideration of applicants will begin immediately upon receipt of application.

