



Job Title: Epic Report Writer
Department: Information Technology
Reports to: Clinical Applications Administrator
FLSA Status: Non-Exempt
Salary Grade: \$31.39 - \$43.95
Location: Coos Bay/North Bend/Eugene

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Clinical Applications Administrator, The Epic Report Writer works within the IT team to collaborate with OCHIN to build, customize, and maintain reports. This position requires proficiency in SQL, expertise in reporting tools, and a strong understanding of Epic's Clarity data models and reporting environment. Provides support and assistance for computer systems (hardware, software, and peripherals) development, use, upgrading, and maintenance. This position is focused on end-user support, routine maintenance, and infrastructure support.

ESSENTIAL JOB FUNCTIONS

1. Design, develop, and test reports using Epic tools (e.g., Crystal Reports, Business Objects, Slicer Dicer). Create new reports as requested by stakeholders and modify existing reports to meet evolving needs.
2. Work closely with OCHIN's Reporting Install Analysts during the go-live phase to ensure reports are aligned with the organization's critical needs. Post-go-live, continue to engage with the permanent OCHIN MCT Reporting Analyst to receive ongoing support.
3. Validate and test reports released by OCHIN, ensuring they are functioning as expected and meet organizational requirements.
4. Oversee and maintain an organized report library for easy access and reference by stakeholders.
5. Follow and implement the organization's report distribution strategies, ensuring reports are accurately delivered to the right stakeholders on time.
6. Build and maintain strong relationships with report consumers, application coordinators, and OCHIN's MCT Reporting Analysts. Ensure clear communication about report availability, customization, and troubleshooting.
7. Provide training and guidance to end-users on using and interpreting reports. Document reporting processes and best practices.
8. Follow an internal, formal report development process, including steps for submitting and triaging report requests, developing and testing reports, and maintaining the report library.
9. Other duties as assigned.

The above statements reflect the general duties and responsibilities necessary to describe and principal functions of the job as identified and shall not be considered as a detailed description of the work requirements that may be inherent in the job.

PHYSICAL DEMANDS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, standing, walking, sitting for extended periods of time, raising or lowering objects, stooping, kneeling, crouching, or crawling, and occasionally requires lifting up to 50 pounds. Requires occasional climbing or balancing. Work is generally performed in an office setting. Will occasionally be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
5. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
6. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
7. Monitors current trends in information technology including systems software and hardware technologies.
8. Ability to analyze, diagnose and resolve customer problems relating to hardware, software and applications.
9. Knowledge of various hardware platforms and desktop software solutions and client/server applications.
10. Ability to troubleshoot and perform routine maintenance on computer systems as well as configure desktop computers and related peripherals.
11. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

QUALIFICATIONS

1. High School Diploma or GED required. Bachelor's degree in Healthcare Informatics, Computer Science or other relevant field preferred.
2. 3 years of relevant experience working with Epic in report development or reporting analysis required.
3. Advanced knowledge of Epic Cogito reporting tools such as Reporting Workbench, SlicerDicer, and Radar Dashboards, as well as knowledge in third party reporting tools Crystal Reports, Business Objects.
4. Epic Cogito certifications, such as Cogito Fundamentals, Cogito Tools Administration, Clarity Data Model, and Caboodle Data Model are highly preferred.
5. Strong ability to work with both internal teams and external partners to achieve reporting goals.
6. Highly skilled in SQL structures and concepts, with a proven ability to write complex queries for data extraction and reporting.
7. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.