Cancer Research Informatics Officer
Job Description

JOB INFORMATION

Job Code:	185641
Job Title:	Cancer Research Informatics Officer
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Clinical Information Systems
Job Family Group:	Information Technology
Management Level:	4 Administrator

JOB SUMMARY

Directs the design, development, evaluation, and implementation of technical infrastructure and services for cancer research informatics at the Norris Comprehensive Cancer Center (NCCC). Builds and maintains vision and strategy for maximizing NCCC’s use of clinical, pathologic, and genomic data for science research. Responsible for providing critical support to the center’s prioritized strategic initiatives.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Master's degree	Immunology	

Additional Education

Check here if experience may substitute for some of the above education.

	Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		5 years		
	X	6 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

	Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Master's degree in information technology, business, or related fields.
X		Five years' experience in biobanking and/or clinical research informatics, clinical trials, and/or electronic medical records management.
X		Demonstrated experience in a management/supervisory role.
X		Experience at an academic medical center, and working knowledge of biomedical statistics.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated ability to work with large datasets, and fluency with analytical and statistical modeling techniques.
X		Excellent interpersonal, analytical, and oral and written communication skills.
X		Ability to present ideas and solutions in non-technical, business-friendly terms, and translate complex ethical, legal, and compliance concepts. Demonstrated experience with relevant computer systems and office software (e.g., Windows, MacOS, Oncore, TDS, EPIC, Aria, Microsoft Office).
	X	Experience and/or published work in the oncology and/or cancer research informatics fields.
	X	Primary board certifications in oncology or a related specialty.
	X	Experience with oncology research, and the broader scope of biomedical informatics.
	X	Experience leading teams in long-term efforts and projects.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops, evaluates, and implements new tools and workflows aimed at increasing the capture of useful clinical data elements (e.g., tumor pathology) during routine care, balancing the need for improved utilization of electronic health records (EHR) with that of data security and privacy. Oversees electronic collection of clinical data and quality-of-life outcomes directly from patients, and utilizes natural language- processing techniques to extract structured data from handwritten notes and reports.				
Directs the implementation, integration and enhancement of commercial systems (e.g. OnCore), working with third-party vendors providing abstraction and data aggregation services. Develops infrastructure for combining heterogeneous source-systems data (e.g., precision oncology database, biospecimen management systems), maintaining contributions to and alignment with Keck's overall, ongoing, cancer research efforts.				
Works directly with faculty and clinical/research staff, documenting, analyzing, and translating their needs. Develops improved informatics services and systems for biobanks and tissue-sample annotation (e.g., universal consent, data-mining approaches), making data more accessible to faculty for clinical and translational research activities. Builds and evaluates new structures for integrating clinical, genomic, and tumor-profiling data, and mining Surveillance, Epidemiology, and End Results (SEER) registry data.				
Leads the Cancer Research Informatics Core's (CRIC) facilitation of objectives, evaluating structure and resources and developing staff positioning plans. Develops custom software and analyses to support cancer-prevention research activities (e.g., data acquisition, storage, reports, communication). Builds and maintains a library of well-characterized, cohort-identification algorithms, facilitating fast-paced translation, delivery, and access to clinical data and biobank development for research.				
Collaborates with the Keck School of Medicine's chief clinical informatics officer in the development and advancement of Keck's vision and strategy, integrating clinical and research information through informatics and data science. Works with NCCC's associate director for data science, enhancing support and inter-programmatic collaboration and research.				
Identifies and develops opportunities for continuous improvement, performing regular audits to ensure compliance with applicable best practices, government regulations, and university policies and procedures. Maintains awareness and knowledge of current changes within oncology, research, legal and regulatory environments, interpreting their impact on center policies. Participates in professional meetings and conferences, representing the center and the university for program visibility, as appropriate and/or requested.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)		Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/		No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____   _____   _____
Print Employee Name   Signature   Date

_____   _____   _____
Print Manager Name   Signature   Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills,
duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.