

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CANCER REGISTRAR MANAGER

POSITION CODE 05955
Effective: 1-1-12

DISTINGUISHING FEATURES OF WORK:

Subject to administrative approval, plans, directs and supervises all activities of the Illinois State Cancer Registry including field operations, biomedical coding and data management; supervises program management staff, determines work priorities and completion dates; establishes quantitative and qualitative standards to evaluate the program; coordinates program with other agency activities, and with other state registries.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Manages and directs the operation of the state cancer registry program.
2. Establishes qualitative and quantitative measures of program performance, and directs improvements where deficiencies are identified.
3. Develops funding sources in support of the registry program; prepares or assists in the preparation of proposed legislation and administrative rules for the ISCR.
4. Coordinates the cancer registry with other organizations to maintain good working relationships with reporting hospitals, medical institutions, other state registries, and other program divisions within the Department.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CANCER REGISTRAR MANAGER (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in health information management, nursing or medical science.

Requires four years of progressively responsible administrative experience in a hospital tumor registry program or comparable experience.

Requires certification by the National Cancer Registrars Association as a Certified Tumor Registrar.

Knowledges, Skills and Abilities

Requires extensive knowledge of cancer registration program management, principles, standards and methods.

Requires working knowledge of the use of computers and desktop software including Microsoft Windows, Microsoft Office Suite.

Requires ability to establish and maintain public contacts and working relationships with reporting facilities, cancer registrar organizations, and staff in national standards setting organizations.

Requires ability to exercise sound judgment in analyzing, appraising, evaluating and solving problems related to cancer registration.

Requires ability to exercise initiative and resourcefulness in the development and completion of complex program development and coordination with other organizations.

Requires the ability to provide oral and written instructions.

Requires the ability to complete continuing education requirements.

May require a valid appropriate driver's license.