Clark Ruttinger

# Contact Information

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| 406 East 300 South #104  SLC, UT, 84111 | ceruttinger@gmail.com  801-205-1514 |

# Work Experience

Utah Medical Education Council

**Senior Institutional Research Analyst** 01.2016 -present

* Director of Utah’s Nursing Workforce Information Center.
* Gather survey data, analyze, present and advise on nurse education, supply and demand.
* Responsible for mentoring and direction of the work of 5 research analysts.

**Research Analyst** 01.2010 – 12.2015

* Consulting, research, surveying, analysis and policy recommendation development for all categories of the Utah medical workforce (ie: physicians, dentists, PAs, APRNs, pharmacists)
* Increased frequency of cyclical workforce reporting by 20%
* Secure management of all data received by the office from state agencies and medical training programs.
* Wrote VBA code to clean and organize data for analysis
* Maintain the state of Utah’s Physician Resident Rotation Database; allowing for resident training hospitals to assure maximum reimbursement from Medicare for Graduate Medical Education training.
* Wrote VBA code to format and combine multiple large spreadsheets into a standard format.

Valley Mental Health/Hopeful Beginnings

**Respite Care Provider** 06.2006 – 06.2015

* Provided weekly behavior modeling, opportunities for social interaction and activities for youth diagnosed with behavioral disorders receiving services through Valley Mental Health and Hopeful Beginnings.

State of Utah- Department of Workforce Services

**Administrative Hearing Specialist** 03.2008 – 12.2009

* Acted as presiding officer in the review and representation of the State in administrative action against individuals who had incurred a public assistance overpayment.
* Created macros to increase speed and accuracy of processing administrative actions
* Reviewed the work of an Overpayment Calculation Analyst for accuracy, correct administrative legal classification and proper supporting evidence to order an overpayment of welfare benefits.
* Pulled welfare benefit data using an SQL graphic user interface.
* Responsible for explanation and presentation of complex welfare policies within the setting of an administrative hearing in front of an Administrative Law Judge to overpaid individuals and counsel.

**Eligibility Specialist** 06.2005 – 02.2008

* Interpreted federal and state welfare policies including TANF, Food Stamps and Child Care to approve application for benefits.
* Medicaid specialist at an off-site community health clinic.

The Road Home

Grants Coordinator 10.2003 – 01.2005

* Researched, wrote, submitted and reported on over 150 established grants per year from foundations, corporations and government
* Tracked the receipt and recognition of grant and donation monies through donor database software.
* Assisted Development staff with the planning of all yearly fundraisers, direct mailings, volunteer coordination, updating agency website and education of the public through tours and speaking engagements.

**Housing Case Manager** 10.2002 – 10.2003

* Provided Case management services to between 20 and 30 clients at any time
* Assisted clients with referrals to any community assistance programs available
* Coordination with community agencies to assure clients receipt of services.

Americorps

Wasatch Homeless Health Care- Care Coordinator 2002

* Interviewed patients to assess eligibility for private clinic and public health care programs
* Developed and implemented procedures and training for the care coordination position.
* Assisted clients in arranging to receive medical services at no cost through local medical providers who were willing to voluntarily donate their professional services.

# Education

Master of Business Administration- Candidate

University of Utah Anticipated completion- Spring 2017

Master of Public Administration

University of Utah Emphasis in program evaluation and policy analysis- 2007

**Utah Dispute Resolution- Utah State Bar**

40 hours of Basic Mediation Training- 2008

# Volunteer Experience

Salt Lake City Planning Commission

**Planning Commissioner** 11.2011- present

* Adopt and act on any changes to the City’s master plans, small area plans, special studies, zoning ordinances, and zoning district maps, approving planned unit developments, conditional uses and certain subdivisions.
* Chair for the 2015 year.
* Appointed for a second term, currently serving until 2019.

**U.S. Department of Health and Human Services Health Resources and Services Division (HRSA)**

**Grant Reviewer** 01.2011- present

* Objectively evaluate and score grant applications against published evaluation criteria in order to advise the federal government on selecting the best programs for funding from a competitive group of applicants.
* Experience reviewing on a dozen funding opportunities and hundreds of applications.

**Community Action Program**

**Landlord/Tenant Mediator** 2009

* Mediated between landlord’s and tenant’s in pre and post eviction filing processes in issues of repairs and maintenance, late rent, lease violations, utilities, privacy issues etc

# References

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| **Richard Campbell**  Executive Director,  Utah Medical Education Council  [rcampbell@utah.gov](mailto:rcampbell@utah.gov)  801-526-4553 | **Anna Wayman**  Respite Program Director,  Hopeful Beginnings  [awayman@hopefulbeginnings.net](mailto:awayman@hopefulbeginnings.net)  801-699-6445 | **Sri Koduri**  Director of Strategic Planning,  University of Utah  School of Dentistry  [sri.koduri@hsc.utah.edu](mailto:sri.koduri@hsc.utah.edu)  801-585-1967 |