



healthcurrent

Data Analyst

Job Title: Data Analyst
Reports to: Director Manager, Data Management
FLSA Status: Full-Time, Exempt

Summary

The Data Analyst provides support for all organizational data management functions. Supports the design, creation, maintenance, tuning and support of the organization's relational databases. The role includes support for maintenance and configuration of the organization's customer relationship management (CRM) software through best practices and effective data management. Assists Senior Data Analysts with reporting, analysis, data query, and research activities. Additionally, this position will provide support to other organizational and client staff members in areas of data quality, analysis, presentation, reporting and visual dashboards. This position is based in Phoenix, Arizona.

Duties and Responsibilities include the following:

- Supports the implementation, configuration and maintenance of the organization's data reporting applications including CRM.
- Supports administrative tasks, such as: creating account profiles, configuring entity views and screens; defining data fields; creating personal views, advanced find, option sets, charts and reports
- Support internal and external customers in data analysis, presentation and reporting activities, this includes measurement validation and in-depth analysis for publicly reported clinical quality measures and other measures for data and aggregation projects
- Assist with the capture, translation, transformation, and validation of data required for internal and external measurement and reporting
- Supports creation and implementation of operational report automation
- Assist in the research, data analysis, data measurement, and data reporting methodologies, technologies and tools
- Assist with maintaining a library of measures and specifications across all initiatives and reporting projects; consult with measurement experts as appropriate and recommend modifications as needed for national standards such as HEDIS, NQF, NCQA, CAHPS
- Prepare and present analyses and findings to key stakeholders
- Monitor data integrity within the CRM as well as maintaining data and coding standards documentation

- Supports organizational efforts in identifying, designing, creating, maintaining, customizing, updating and documenting the organization's processes and workflows to maximize use of CRM applications
- Assist Health Current staff in use of the CRM application to create and maintain customer lists, campaigns, dialogs, and reports
- Assist in education and training programs targeted for internal staff related to the effective use of the CRM applications
- Performs other duties as assigned

Qualifications

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills

- Working knowledge of Office 365 applications, MSSQL Server and PostgreSQL
- Working knowledge of relational database design, creation, maintenance, tuning, support and querying methodologies and techniques
- Experience with one or more leading Business Intelligence tools (e.g. Microsoft Power BI, SAP Business Objects, OBIEE, QlickView, Tableau, Excelsius) preferred
- Ability to understand, analyze, and report clinical, financial and operational data and measures
- Ability to translate documented business requirements into actionable tasks and execute those tasks
- Working knowledge of data analysis and data reporting techniques and methodologies
- Strong written and oral communication skills
- Knowledge of HL7 v2.x, HL7 v3.x, C-CDA and XDS.b standards and protocols, and IHE
- Knowledge of healthcare clinical codes sets such as LOINC, CPT, ICD, RxNorm, etc.
- Ability to prioritize and manage multiple high priority tasks.
- Ability to manage competing priorities in a complex and dynamic environment.
- Ability to convey a strong presence and professional image.
- Ability to work in a fast-paced and rapidly changing environment and consistently meet strict service level agreement performance requirements.
- Ability to work independently as well as ability to effectively work in a team environment and maintain strong working relationships.
- Advanced knowledge of Microsoft office toolset (Word, Project, Excel, and PowerPoint required, Visio preferred).

Education/Experience

1-3 years of experience in data analysis, measurement reporting, and querying of MSSQL and PostgreSQL small relational databases required; knowledge of dimensional database structures, and OLAP Cubes a plus. Bachelor's degree in Information Technology, Computer Science, Business Administration or related field required. Master's degree preferred. Formal certifications such as MCSA: SQL Server, MCSE Data Platform, MCSE Business Intelligence preferred.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This includes availability to work non-regular hours as necessary, ability to periodically drive to and from clients, conferences and events, and limited travel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. An employee must occasionally lift and/or move up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and talk or hear.