

Job Title: Data Analyst
Department: Business Intelligence
Reports To: Business Intelligence Manager
FLSA Status: Exempt
Physical Strength: Light (L)

Prepared By: Sherman
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Approved By: Oksen
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SUMMARY

This position is responsible for extracting, compiling, validating, modeling, and analyzing data for use in creating meaningful reports for end users to support strategic decision making. This position is also responsible for developing solutions and initiatives for providing effective tracking, reporting and data handling and assisting with report generation for the organization by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Utilizes data to construct narratives, improves processes and continuously seeks answers to the most complex challenges.
2. Manipulates and analyzes large, often disorderly data sets, working as part of a small collaborative team or independently.
3. Collaborates with internal and external partners and organizations in the design and execution of analytic studies to answer business and research questions.

JOB DUTIES

- Manages multiple projects and meets time constraints and user requirements.
- Collaborates with contractors, vendor representatives and internal department team members.
- Prepares reports and visuals from medical, pharmacy, provider, clinical and claims data sources using SQL, SSRS, MS Excel, Tableau, and/or others.
- Presents reports and findings to various internal and external groups.
- Applies strategic perspectives to improve data related functions and continuous improvement.
- Collaborates with the leadership team to identify key aspects of business on which to report and prepares monthly key performance indicators that will provide meaningful financial and non-financial performance results.
- Determines best method for extracting and presenting complex data sets and information.
- Conducts research of root causes of data issues.
- Utilizes strong organizational skills and attention to detail in performing all job duties and requirements.

- Maintains precise written documentation and produces effective presentations that assist management in making sound and informed decisions.
- Works with the internal teams and acts as consultant to assist with special projects.
- Demonstrates extensive and diverse knowledge of health care data, metrics, systems, and standards.
- Assists with the development and maintenance of desktop processes.
- Maintains confidentiality and complies with HIPAA rules and regulations.
- Maintains punctual, regular, and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with members and coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from manager.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this 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.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university; and one to three years related experience and/or training.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

Has advanced skills in working with hardware, software, support, and management of computer systems and can adapt extremely well to newer applications. Has advanced skills working with programming and networking computer software and systems.



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Job Description

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require and certificates, licenses, or registrations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands or arms; stoop, kneel, crouch or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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.
