	Health Data Analyst *Job Description*

Job Classification: Exempt

Job Level: Professional

Risk Designation: High

Access to PHI or ePHI: Likely

Work Schedule: Mutually determined

Reporting Relationship: EQRO Senior Manager

Primary Accountability:
Member of the External Quality Review Organization (EQRO) Team. Primarily responsible for analytic functions in support of health care program evaluation. Supports operations and conducts data analytics projects to provide information and insights to internal team members and stakeholders for decision-making or solution development. Implements data standards and deploys automation tools to extract, synthesize, and validate data from different sources and transform data into usable metrics. Constructs data sets, monitors data quality, troubleshoots and resolves database issues to ensure data integrity. Utilizes scripting and querying tools, data visualization/BI tools, statistical methods, and data modeling to produce reports, data files, and dashboards. Collaborates with stakeholders to understand their needs, objectives, and requirements. Participates in research and development activities. Utilizes established mathematical and scientific techniques to compile and analyze data. Writes technical reports detailing procedures, outcomes, and observations.

Major Duties:
1. Serve as data analytic lead to project teams, as assigned, conducting/coordinating analytic activities (e.g., data cleaning, data comparisons, statistical testing, trending, geographical mapping), thorough process documentation, dissemination of valid information, team meeting attendance, milestone and deadline timeliness. Prepare accurate tables, charts, graphs and technical summaries for presentation.
2. Serve as the team lead, as assigned, for quality review projects (e.g., survey validation, network adequacy validation, performance improvement project validation).
3. Contribute statistical and analytic expertise and knowledge, formulating questions regarding the data, designing analytic plans, participating in problem solving, using sound clinical principles and research methodology.
4. Review studies, surveys, improvement projects, case records, and performance measures to assess for statistically valid and reliable results, and to assess the interpretation of results.
5. Analyze reports and data; prepare and maintain all project documentation.
6. Analyze complex issues and assist in synthesizing results to key findings for a non-technical external audience.
7. Prepare written reports in accurate and professional-looking format for presentation to both internal and external customers, within designation deadlines.
8. Assist other EQRO Team members with completion of projects, as assigned.
9. Keep EQRO Team informed of all activities within areas of responsibility.
10. Identify opportunities for improvement in the operations of the EQRO Team.
    o Share knowledge gained at conferences, seminars, etc., with other members of the team.
    o Identify topics that improve the knowledge base of self and other EQRO team members.

11. Collaborate with other analysts to develop an inter-rater reliability process to ensure results produced are accurate and complete according to customer expectations.
12. Other duties as assigned.

Qualifications:

- Graduate of four–year college or university with a degree in a field related to statistics, mathematics and/or qualitative methods in the health sciences or public health is required.
- Master or doctoral degree related to statistics, mathematics and/or qualitative methods in health sciences or public health, with background in epidemiological concepts, is preferred.
- Significant experience may be substituted for some portion of the educational requirements.
- A minimum of two (2) years' experience in an information systems environment, including using PC applications for data manipulation is required (e.g., tables, charts, graphs, geo mapping). Experience with SAS preferred.
- A minimum of two (2) years' experience with computer–based statistical applications is required (e.g., Fisher's exact, Pearson chi-square, Mantel-Haenszel chi-square, logistic regression).
- Experience in a health care, public health, or government-related field, knowledge of Medicaid, and/or knowledge of managed care organizations is preferred.
- Ability to convey highly technical information to a non-technical audience.
- Knowledge of continuous quality improvement techniques, research methodology and principles of epidemiology preferred.
- Excellent organizational, time-management, and problem-solving skills, including the ability to manage multiple projects and activities with minimal supervision and complete final project reports by prescribed deadlines.
- Excellent oral and written communication skills (i.e., public-presentation, conference calls, report writing, and interpersonal communications).
- Demonstrated ability to succeed in a fast-paced, deadline-driven environment with competing priorities.
- Resident of the United States; candidates living in the Midwest preferred.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail.
- Ability to unpack and move supplies up to 25 lbs.
- Ability to drive an automobile.
- Ability to travel as directed by position requirements.

Work Environment:

- Professional and deadline-oriented environment in a remote setting.
- Interaction with EQRO team, members of other KFMC teams, State staff, and MCOs.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time.
The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Revised: March 2023

Market Job Type	Market	Hybrid Component	Percent	Hybrid Component	Percent
Hybrid	Kansas City, MO/ Non-Profit/ Revenue <$5M	Research and Development Associate II (RD14000134)	50	Data Analyst II (IT10000703)	50

Acknowledgement (to be signed and dated at the beginning of the review period):
A discussion of duties, responsibilities, performance standards, and expectations for the current period took place on the date below. We acknowledge our understanding of these duties, responsibilities, standards and expectations, and how they will be used to measure work-related performance during this period.

_____   _____
Employee Signature   Date

_____   _____
Supervisor Signature   Date