



**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Data Analyst</b>	<b>Department:</b>	<b>Information Services</b>
<b>Incumbent:</b>		<b>Reports to:</b>	<b>Senior VP – Information Services</b>
<b>Employment Date:</b>			
<b>Exempt Position</b>			

**JOB SUMMARY:** The primary responsibility of this position is extracting, transforming, analyzing, validating and reporting of hospital claims, hospital financial, and other types of healthcare data.

**ESSENTIAL FUNCTIONS OF THE JOB:** (listed in order of importance) List your principal accountabilities; identify what you do, what end results you are accountable for, and how you measure your success.

1. The ability to adapt to a changing work environment and meet challenges presented throughout the day
2. Compiling and analyzing data to provide answers to user requests
3. Using ETL (extract, transform, load) procedures or software to automate routine data processes
4. Writing SAS programs or SQL queries to extract and manipulate data to solve specific problems or create meaningful reports
5. Providing thorough documentation of projects and processes
6. Preparing data for presentation to committees
7. Validating the appropriateness and accuracy of data analyses and reports
8. Preparing data reports for hospital and consumer audiences
9. Must be available in the office during regular office hours
10. The ability to sit for long periods of time

**MARGINAL JOB FUNCTIONS:**

None

**SKILLS REQUIRED TO PERFORM THE DUTIES OF THE JOB:**

1. Proficient use of SAS and SQL
2. ETL design
3. Relational database design
4. Excellent written and verbal communication skills

5. Strong knowledge of UB-04 claims data (ICD-9, ICD-10, DRG, HCPCS, CPT)
6. High proficiency in Excel, Access, Word, PowerPoint
7. Strong organizational skills
8. Ability to produce sophisticated and polished charts and reports for varied audience levels
9. Excellent oral and written communications skills
10. Excellent interpersonal and problem solving skills
11. Ability to organize and coordinate multiple concurrent tasks in a team environment
12. Strong documentation skills

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS NEEDED TO PERFORM THE DUTIES OF THE JOB:**

Bachelor's degree from an accredited four-year college or university in computer science, computer information systems, or a closely related field; and at least two years of related experience.

**LICENSING OR OTHER SPECIAL CERTIFICATIONS REQUIRED:**

None

**DIMENSIONS:**

Dollar value:

Volume:

Number of people supervised (direct reports):

**ORGANIZATIONAL STRUCTURE:** (Positions reporting directly to you, if any, and their areas of responsibility)

None

**GUIDANCE & DIRECTION:** (Policies, precedents or procedures that guide your work)

1. Staff must be aware of and follow HIPAA guidelines for working with protected health information

**PHYSICAL REQUIREMENTS TO PERFORM THE DUTIES OF THE JOB:**

1. Lifting: Explanation:
2. Carrying:
3. Pushing/Pulling:
4. Use of Equipment: (Machines, tools) Computer, phone, copier

	<i>Continuously</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not at All</i>	<i>Explanation</i>
5. Sitting	x				
6. Standing			x		
7. Walking			x		
8. Bending				x	
9. Stooping				x	
10. Crawling				x	
11. Climbing				x	
12. Reaching Above Head				x	
13. Grasping a. One hand b. Both hands		x x			Computer mouse, phone, driving
14. Fine Manipulating: a. One hand. b. Both hands.		x			Using computer

**A. ENVIRONMENTAL REQUIREMENTS:**

	<i>Continuously</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not at All</i>	<i>Explanation</i>
1. Exposed to marked changes in temperature.				x	
2. Outside work.				x	
3. Exposure to dust, fumes, odors, water, etc.				x	
4. Exposure to biological, mechanical, electrical and/or chemical hazards.				x	
5. Normal (inside) environment.					

**B. SENSORY REQUIREMENTS:**

	<i>Necessary</i>	<i>Not Necessary</i>	<i>Explanation</i>
<b>1. Eyesight</b> a. Normal/corrected b. Close eye work c. Other	x	x	Must be able to read printed information and information on computer screen.
<b>2. Hearing</b> a. Normal tones b. Soft tones c. Other	x	x	Must be able to converse with others in person and on the phone.
<b>3. Speaking</b>	x		Must be able to converse with others in person and on the phone.
<b>4. Distinguish Smells</b>		x	

	<i>Necessary</i>	<i>Not Necessary</i>	<i>Explanation</i>
<b>5. Distinguish Temperatures by:</b>			
a. Touch		x	
b. Proximity		x	

**THIS COMPANY RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL." THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.**