



Data Analyst I

Reports to: Analytics Manager		
Level/Grade Professional	Type of Position Full Time	Hours/Week 40 hrs./week; exempt
GENERAL DESCRIPTION		
<p>The Data Analyst Level I is responsible for analytics and reporting activities as well as designing and delivering innovative analytic solutions for various stakeholders and internal teams. The role requires strong problem solving skills and a passion for working with data.</p>		
JOB RESPONSIBILITIES		
<ul style="list-style-type: none"> • Designing and testing of Analytics dashboards and reports using the Analytics platform • Working with multiple data sets to provide unique insights into that data • Strong focus on working with peers as a team and ensuring documentation and training are thorough • Strong focus on working with Application Engineering team to produce jointly developed solutions • Monitor performance and troubleshoot issues in a 24x7x365 environment • Maintain strong relationships and communications with all key stakeholders • Maintain awareness of new and emerging healthcare technologies, especially those specific to healthcare measurement • Ensure proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization. • Other duties as assigned 		
POSTION REQUIREMENTS		
<ul style="list-style-type: none"> • 1+ years in a similar role with similar responsibilities as above • 1+ years of experience in healthcare information technology • 1+ years of SQL experience • 1+ years of experience with an industry standard BI tool (Tableau, PowerBI, WebFocus) • 1+ years working with Microsoft Office products, with strong Excel skills • 1+ years working with database and reporting platforms • 1+ years working with technical data standards • 1+ years working with data extraction and manipulation or scripting/programmatic tools • 1+ years exposure to networking & system concepts • Solutions and customer focused approach • Strong planning, organization, analytical and troubleshooting skills • Ability to effectively communicate technical information in non-technical terms • Ability to multi-task, set priorities and manage time effectively • Excellent people skills with a customer service-oriented approach, and a focus on building relationships with the client and project team • Self-motivated and ability to excel in team-oriented environment, yet able to work independently requiring minimal direction. Includes the ability to be flexible to meet project priorities, work under pressure and balance competing demands. • Ability to generate innovative ideas to improve processes and create efficiencies. • Must be able to sit for extended periods of time in front of a computer screen 		
EDUCATION/CERTIFICATION REQUIREMENTS		
<ul style="list-style-type: none"> • Bachelor's degree required; Master's degree preferred 		
OTHER INFORMATION		
APPROVED BY Alex Vaillancourt, CIO & SVP Informatics		DATE POSTED 05/27/2020

Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.