

IT Data Analyst

Job Title:	IT Data Analyst
FLSA Classification:	Non-Exempt
Department:	IT Department
Supervisor:	IT Manager

JOB SUMMARY:

Under the supervision of the IT Manager, the IT Data Analyst will be responsible for navigating the Electronic Health Record (HER) data set, retrieving information, developing reports, and troubleshooting data issues. The IT Data Analyst will have a fine eye for details, experience as a data analyst, and deep understanding of the popular data analysis tools and databases. The IT Data Analyst will survey and measure data in overlapping systems to identify missing and/or inconsistent metadata, and will communicate with internal team members to reconcile metadata and resolve problems.

ESSENTIAL JOB FUNCTIONS:

- Collecting and interpreting data
- Identifying patterns and trends in data sets along with strategies
- Working alongside teams within the business or the management team to establish business needs
- Defining new data collection and analysis processes
- Supporting the data warehouse in identifying and revising reporting requirements
- Developing reports and analysis
- Generating reports from single or multiple systems
- Reporting the results back to the relevant members of the business
- Provide systems and reports training; interpreting instructions; answering questions.
- Demonstrates knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software.
- Other duties as assigned.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- This job operates in a professional healthcare environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- 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.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs and ladders; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

EDUCATION AND CERTIFICATION

- Bachelor's Degree required.
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.

REQUIRED QUALIFICATIONS:

- Professional with considerable knowledge within the field of Information Technology.
- Experience in data models and reporting packages
- Ability to analyze large datasets
- Ability to write comprehensive reports
- Strong verbal and written communication skills
- An analytical mind and inclination for problem-solving
- Work experience as a data analyst or in related field
- Ability to analyze existing tools and databases and provide solution recommendations
- Ability to translate business requirements into non-technical, lay terms
- High-level experience in methodologies and processes
- Understanding of addressing and metadata standards
- Understanding of addressing and metadata standards
- Attention to detail
- 3+ years of experience within the field of Information Technology.
- 1+ year of Information Technology experience in a healthcare setting.
- Experience with an Electronic Health Record system.
- Familiarity with Microsoft products.
- Strong technical report analysis and composition skills.
- Ability to multi-task under pressure.

- Ability to communicate information in a professional and confident manner.
- Demonstrated ability in critical thinking, self-initiative, and self-direction.

CORE VALUES:

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.
- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.

ACKNOWLEDGMENT:

I have read the above IT Data Analyst job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Innovative Integrated Health (IIH) for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, IIH reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

I understand that employment at IIH is “at will”, meaning that employment is for no definite period of time and may be terminated by me or IIH at any time and for any reason.

Employee Print Name

Employee Signature Name

Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.