



## JOB DESCRIPTION

**Job Title: Data Analyst**

**Division and/or Department:** Performance Measurement

**Prepared by:** LM-P

**Date of initial version:** 3/22/2017

**Date most recently reviewed, updated, etc.:** 3/22/2017

**Pay type:**  Salaried or  Hourly

**Preferred FTE:**  Full time preferred;  80% considered;  50%;  Other:

**Job is budgeted as:**  Regular;  Limited term;  Other:

### JOB SUMMARY

1. Reports directly to: Performance Measurement Manager
2. Direct reports to this position include:
  - none
3. Other individuals or MetaStar staff with whom the person works on a regular basis:
  - Performance Measurement Manager
  - Performance Measurement Vice President (VP)
  - Auditor/Analysts
  - Healthcare Transformation team
  - Managed Health and Long Term Care team
  - Lake Superior Quality Innovation Network analysts
  - Information Technology VP
  - Other MetaStar department staff
  - Analysts of partner organizations
  - External customers
4. Key responsibilities:
  - Analyzes and interprets data for internal and external customers. Ensures data validity. Prepares tables, charts, graphs and technical summaries for presentation. Conduct/Assess appropriate sampling methodologies and conduct statistical significance tests for quality improvement projects.
  - Familiarity with common source code languages such as SAS and SQL to conduct source code review to assess compliance with performance measure specifications.
  - Serves as analytic lead to assigned customer project teams, coordinating analytic activities (data comparisons, data cleaning, statistical testing, etc.), information dissemination, and communication of analytic findings of activities indicated above specific to the project team or across the organization as assigned

- Works with the teams to identify data sources to promote review of leading indicators to meet customer deliverables/contract requirements. Prepares summary and presentation of analysis in accurate and professional-looking format for presentation to both internal and external customers.
- Assists the Performance Measurement Manager with identified analytics projects. For example, development, monitoring, and analysis of corporate Key Performance Indicators (KPI) plans and performance.
- Identifies and communicates with the manager of the appropriate department, issues and barriers to the successful delivery of timely deliverables to teams.
- Assists other analysts with projects as time, workload, expertise and availability of resources permits.
- Serves as analytic expert on various contract responses, planning committees, strategic scenario and planning, and other related committees or activities as the need arises.
- Promotes MetaStar's continuous quality improvement (CQI) philosophy within the team (i.e. team building, communication, process analysis) as well as between organizational teams.
- Provides analytic expertise in planning and enhancing quality improvement projects and utilization studies.
- All other duties as assigned

### **CORE ORGANIZATIONAL COMPETENCIES:**

1. **Teamwork:** Demonstrates respect and achieves cooperative relationships in fulfilling the vision and mission of MetaStar.
2. **Communication:** Demonstrates good interpersonal skills with all whom they interact. All communications, verbal and written, should demonstrate a commitment to internal and external customer service and excellence. Effectively sends, receives, and responds to requests while maintaining a high level of confidentiality.
3. **Initiative:** Committed to and performs quality work contributing to the vision and mission of MetaStar. He/she assumes responsibility and accountability for his/her actions. Meets the challenges of a changing environment, is timely in meeting job responsibilities, and strives to provide excellent customer service. Values accomplishments and shows enthusiasm and pride in the organization. He/she demonstrates a self-directed work effort. Develops goals for professional growth and strives to achieve those goals.
4. **Customer Service:** Demonstrates a commitment to courteous, sincere, and sensitive customer service. He/she presents a positive and caring attitude in all interactions. He/she is patient, tolerant, accepts diversity, and presents a positive image of themselves and MetaStar in all professional interactions.
5. **Quality Improvement:** Demonstrates a commitment to quality and excellence. He/she solves problems through critical evaluation of data-based information and application of continuous quality improvement methods. Can accurately identify and diagnose issues, identify alternatives, implement a plan, and evaluate and communicate results.

## **QUALIFICATIONS, REQUIREMENTS, ETC.**

### **Training and Experience:**

1. A bachelor's degree or equivalent experience related to statistics, computer science, engineering, population/public health, or other quantitative methods pertaining to health sciences. An educational background including study methodology preferred.
2. Several years of experience of data processing required. All candidates must have experience with Excel or Access.
3. All candidates must be proficient in data manipulation (cleaning, transforming, blending, etc.) and the production of user-friendly tables and charts from raw data.
4. Excellent candidates will have experience with SAS (Base and Enterprise Guide) as well as the UNIX operating system.
5. Candidates with an understanding of database design, computational efficiency, and modern software development techniques (version control, project planning, design documentation) strongly preferred.
6. Knowledge of BI tools like Tableau and QlikView preferred.
7. A minimum of 3 years of experience (or demonstrated aptitude) with computer-based statistical applications preferred. Experience with HEDIS/PQRS/NQF /Meaningful Use measures preferred.

### **Skill, Knowledge, and Abilities:**

1. Ability to analyze complex problems and make recommendations based on research interests of clinical staff, availability of data, and research methodology considerations.
2. Understands general research methodology and ability to apply it to a health care setting.
3. Familiar with medical research terminology.
4. Able to work with strict confidentiality requirements and utilize good judgment in the preparation and distribution of confidential information.
5. Ability to manage a variety of tasks and prioritize individual workload responsibilities.
6. Strong business acumen, coupled with the ability to communicate findings to leadership, clinical and IT staff
7. Ability to convey highly technical information to clinical staff
8. Ability to analyze disparate data sources to solve organization data analytics issues
9. Contributes to the achievement of organizational and work team goals by demonstrating awareness of MetaStar values.
10. Promotes positive internal and external communication, excellent organization and contributes to positive teamwork
11. Participates in the development and annual updates of Standard Operating Procedures
12. High level of independence and innovation required.
13. Excellent time management skills needed
14. Able to travel as necessary to meet job requirements.
15. Able to mentor other staff to grow their technical skills
16. Able to drive change and guide a technical vision
17. Valid Wisconsin Driver's License
18. Interest and availability for in-state and overnight travel

Interested parties should either send resume & cover to [jobs@metastar.com](mailto:jobs@metastar.com);  
or, mail to: MetaStar, c/o HR, 2909 Landmark Place, Madison, WI 53713

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