POSITION DESCRIPTION

TITLE: Data Analyst

DIVISION/DEPARTMENT: Performance Measurement

DATE: 05/20/2015
Salaried, 1.0 FTE

POSITION SUMMARY

Reports to: Performance Measurement Manager

Regularly works with:
- Performance Measurement Manager
- Performance Measurement Vice President (VP)
- Auditor/Analysts
- Healthcare Transformation team
- Healthcare Transformation VP
- Lake Superior Quality Innovation Network analysts
- Information Technology VP
- Other MetaStar department staff
- Analysts of partner organizations

Positions that report to this position: none

Key responsibilities:

1. Analyzes and interprets data from quality improvement projects. Ensures data validity. Prepares tables, charts, graphs and technical summaries for presentation.

2. 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.

3. Works with the teams to identify data sources to promote review of leading indicators to meet customer deliverables/contract requirements.

4. Prepares summary and presentation of analysis in accurate and professional-looking
format for presentation to both internal and external customers.

5. Assists the Performance Measurement Manager with identified analytics projects. For example, development, monitoring, and analysis of corporate Key Performance Indicators (KPI) plans and performance, HEDIS projects, and Medicare Part C and Part D Data Validation projects.

6. Identifies and communicates with the manager of the appropriate department, issues and barriers to the successful delivery of timely deliverables to teams.

7. Assists other analysts with projects as time, workload, expertise and availability of resources permits.

8. Serves as analytic expert on various contract responses, planning committees, strategic scenario and planning, and other related committees or activities as the need arises.

9. Promotes MetaStar’s continuous quality improvement (CQI) philosophy within the team (i.e. team building, communication, process analysis) as well as between organizational teams.

10. Provides analytic expertise in planning and enhancing quality improvement projects and utilization studies.

11. Other duties as assigned.

**CORE ORGANIZATIONAL COMPETENCIES**

**Teamwork:** Demonstrates respect and achieves cooperative relationships in fulfilling the vision and mission of MetaStar.

**Communication:** Demonstrates good interpersonal skills with all whom they interact. All communications, verbal and written, should demonstrate a commitment to customer service and excellence. Effectively sends, receives, and responds to requests while maintaining a high level of confidentiality.

**Initiative:** Committed to and performs quality work contributing to the vision and mission of MetaStar. 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. Demonstrates a self-directed work effort. Develops goals for professional growth and strives to achieve those goals.

**Customer Service:** Demonstrates a commitment to courteous, sincere, and sensitive customer service. Presents a positive and caring attitude in all interactions. Is patient, tolerant, accepts diversity and presents a positive image of themselves and MetaStar in all personal and telephone interactions.

**Quality Improvement:** Demonstrates a commitment to quality and excellence. Solves problems through critical evaluation of data-based information and continuous improvement efforts. Can accurately identify and diagnose issues, identify alternatives, implement a plan, evaluate and communicate results.

**QUALIFICATIONS:**

**Training and Experience:**

1. A bachelor’s degree or equivalent experience related to statistics and/or quantitative methods in health sciences. Educational background in study methodology preferred.
2. A minimum of 3 years of experience in an information systems environment, including using PC applications for data manipulation and the production of tables, charts and graphs, are required.
3. 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. Able to plan, organize and communicate, both verbally and in writing.

7. Ability to convey highly technical information to clinical staff.

8. Excellent oral and written communication skills.

9. Contributes to the achievement of organizational and work team goals by demonstrating awareness of MetaStar values.

10. Promotes positive internal and external communication and positive teamwork

11. Participates in the development and annual updates of Standard Operating Procedures

12. High level of independence and innovation required.

13. Able to travel as necessary to meet job requirements.

14. MetaStar is an equal opportunity employer.

Interested parties should send a resume to jobs@metastar.com