JOBS DESCRIPTION

Title: Project Data Analyst

Reports to: Director, Data and Informatics

Date Revised April 2017

BASIC FUNCTION
Facilitate, assist, and/or perform analytical programmatic tasks that support the mission, vision, and cornerstones of IHC.

NATURE AND SCOPE
The Data Analyst will assist with daily analytical activities associated with IHC programs. The scope includes:

- Responsible Reporting of Healthcare Information:
  - Ethically, scientifically, and accurately carry out analytical duties that support various private and public healthcare delivery system performance programs.
  - Reporting completed in accordance with organization needs and standards.

- Align and Equip Healthcare Providers for Continuous improvement:
  - Provide technical or statistical support for the analysis of program performance data.
  - Depict analytical results—via charts, graphs, tables, etc.—in ways that are easily understood and presentable for government, hospital, and public reports.
  - Assist with the dissemination of quality measurement and health services research findings through preparation of materials for group presentations, conferences, and publications.
  - Provide technical phone or in-person consultation to program participants in understanding of reports, performance measures, and data.
  - Examine and verify program data, resolving discrepancies between expected and actual results; and providing technical or statistical support to IHC staff.

- Raise the Standard of Care in Iowa:
  - Assist with meeting grant and contract deliverables as identified in each contract Scope of Work.
  - Contribute to the development of designs, methodologies, analytical plans, and data collection instruments for assigned projects.
  - Actively contribute to the successful achievement of program objectives through effective team involvement and proactive communication and collaboration.

- Other duties as assigned

JOB REQUIREMENTS
Graduation from an accredited four-year college or university program in biostatistics, statistics, health services research, public health, or a related healthcare field. Prefer the equivalent of two years of full-time experience in a healthcare-related environment with roles requiring emphasis on research methods, data analysis, data report preparation, and PC-based statistical applications; or a master’s degree in biostatistics, statistics, or public health. Additionally, knowledge of many advanced analytical techniques and proficiency with statistical software packages, such as MS Excel, MS Access, MS SQL, SAS, R is required. Must have excellent written and verbal communication skills. Must have the ability to be responsive and adapt to changes and need within the internal and external environment (IHC, government, and funding opportunities).