

Montgomery County Hospital District Job Description

Job Title: Data Analyst
Department: Office of the Medical Director
Reports To: Assistant EMS Director
FLSA Status: Non-exempt

SUMMARY

This position is responsible for ongoing analysis of health care information, obtained from a variety of sources, including patient care, financial and demographic data. It requires the ability to analyze health care data from conceptualization through presentation of the data. It requires the ability to develop and maintain a variety of data bases.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Analyze raw data for examination of patterns, trends, relationships, and statistical significance.

Design and maintain systems for data analyses, including development of databases; monitor the collection, storing, cleaning and dissemination of data; identify and resolve discrepancies by contacting sources of information.

Use database applications and analytical tools, evaluate data quality, applications and functions.

Use statistical process control and associated tools to assist in quality and research initiatives.

Other duties as necessary that are reasonably consistent with the above.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in related field; or equivalent combination of education and experience. Minimum of one year experience in data analysis required. Experience in the health care field, preferably in prehospital care.

COMPUTER SKILLS

Experience with medical databases, registries, business intelligence software, and / or statistical analysis tools (e.g.SPSS) required. High-level proficiency in MS Word, PowerPoint, Excel, Access. Demonstrated experience in analysis and presentation of data required. Experience working with a variety of information systems and data files, including large and complex files; analyzing file structure, using and creating file layouts, transforming raw data into finished products.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Possess strong communication skills, both written and verbal. Ability to follow verbal and written instructions. Ability to work under pressure and to meet deadlines

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Command understanding of application of principles of statistical tools and methods.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL

Excellent oral and written communication skills. Excellent interpersonal and organizational skills. Ability to work positively in team environment. Demonstrates effective customer service and project management skills. Maintains positive community relations. Maintains calm, mature, and helpful attitude.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintain current Texas Driver's License. Remain insurable by the current insurance vendor of MCHD. Six Sigma training (or equivalent) preferred (must obtain within 6 months of accepting position or at the earliest date possible if classes are not available).

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Employee may be required to drive fleet vehicle long and short distances.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment includes a climate controlled indoor office with low to moderate noise level.