



Caring for individuals, families and the community.

JOB TITLE: Data Analyst

PROGRAM: Administration- 255 Delaware Ave., Suite 300, Buffalo, NY 14202

REPORTS TO: Vice President of Information Systems

SUMMARY OF DUTIES:

As part of the Information Systems Team, the Data Analyst will be responsible for the organization's data-related reporting activities and handling of its enterprise data warehouse. The Data Analyst should be able to understand and interpret business and clinical quality reporting requirements and be comfortable defining, designing and creating reports and dashboards. The Data Analyst will possess some level of healthcare knowledge and Electronic Health Records (EHR) and have experience working with custom reporting and business intelligence tools such as Crystal Reports, SSRS, MS PowerBI, MS PowerPivot, or Tableau.

TYPICAL WORK ACTIVITIES:

- Collaborate with information systems, clinical, billing and business departments to develop a consistent approach to the design, creation and maintenance of a variety of reports and data visualizations.
- Develop a thorough knowledge of the organization's EHR and practice management data structure and Business Intelligence (BI) tools in order to understand, and respond to, report and data requests.
- Work with staff across all levels of the organization to understand information needs and develop report and dashboard specifications. Must be able to validate report and dashboard data and conduct user acceptance testing.
- Assist in the management of data content, quality and access, facilitate data literacy and assist with various data exchange projects.
- Design, validate and deploy new and existing Crystal Reports and Business Intelligence (BI) dashboards.
- Serve as Subject Matter Expert (SME) in the areas of BI, reports, enterprise data, clinical outcome and performance metrics.
- Respond to requests for custom reports, queries or ad hoc reports in a timely manner.
- Understand and interpret technical NQF, CCBHC and meaningful use report specifications and requirements in order to design, develop and monitor quality measure data.
- Assist organization stakeholders with meeting various state and county reporting requirements.

KNOWLEDGE, SKILLS & ABILITIES:

- Bachelor's Degree in information/computer science, health information management, statistics or healthcare-related field.
- Knowledge of ETL processes and concepts, the structure of relational databases and the ability to query and extract data from a data warehouse.
- Experience with SQL data analysis, data mapping and Business Intelligence (BI)/data visualization tools such as MS PowerBI, MS PowerPivot, Tableau or Qlik.
- Ability to collect, organize and disseminate significant amounts of information with attention to detail and accuracy.
- Ability to efficiently manage multiple projects and deadlines and work independently with minimal supervision.

To apply, please use one of the following links:

Data Analyst: <https://home.eease.adp.com/recruit/?id=15618791>

If link does not connect, please copy and paste address in our web browser

For more information please visit www.lake-shore.org