

TITLE: DATA ANALYST

SUMMARY: Under the direction of the Program Director (PD) and Assistant Program Director (APD), the Data Analyst is responsible to develop analysis and reporting capabilities, and to continuously monitor program outcomes.

REPORTING RELATIONSHIPS: This position reports to the PD and APD.

STATUS: Full-time, Non-Exempt

DUTIES AND RESPONSIBILITIES:

1. Interpret data, analyze results using statistical techniques and provide ongoing reports.
2. Collaborate with Health Care Agency's (HCA) Adult/Older Adult Performance Outcomes Department to develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality.
3. Acquire data from primary or secondary data sources and maintain databases/data systems.
4. Identify, analyze, and interpret trends or patterns in complex data sets, make recommendations for programming based on that analysis, and present findings for review by the PD and APD and presentation to HCA. The results of this analysis may be used to make programming modifications.
5. Filter and "clean" data and review computer reports, printouts, and performance indicators to locate and correct code problems.
6. Work cooperatively with Wellness Center staff as well as HCA staff to manage program. documentation, making timely changes or updates as needed or requested.
7. Review compiled data and request changes, clarification or updates from staff as needed to develop the monthly outcomes report for presentation to the PD, APD, and HCA.
8. Work closely with management to prioritize business and information needs.
9. Attend required trainings and meetings and participate actively in the community life of the worksite.
10. Must adhere to agreed upon schedule coordinated with PD and APD.
11. Excellent verbal, written and organizational skills and the ability to prioritize and handle multiple tasks.
12. Good interpersonal skills with the ability to relate positively to a wide variety of people with varying amounts of technical expertise, including the ability to communicate sometimes-complex technical information in an understandable manner.
13. Attend program staff and management meetings as directed.
14. Perform other related duties as assigned or required.

QUALIFICATIONS:

1. High School Diploma with 1 year of hands-on experience working in a financial, accounting, or record-keeping environment. College or university level classes related to electronic data collection systems is highly desirable.
2. Thorough working knowledge of the latest versions of MS Excel and MS Access required.
3. Experience in auditing spreadsheet and database data highly desirable. Must understand mental health systems.
4. Strong analytical skills with the ability to collect, organize, analyze, and disseminate information with attention to detail and accuracy.
5. Lived mental health experience preferred.
6. COVID-19 vaccination and booster are preferred.
7. Excellent time management techniques.

8. Working knowledge of computer operations, including data entry ability.
9. Knowledge of probability and statistical information and dissemination techniques.
10. Ability to relate to clients with serious and persistent mental illness.
11. Ability to sit for prolonged periods of time.
12. Ability to perform physical movements required for operating telephone and computer.
13. Class C driver's license and proof of valid automobile insurance.
14. Perform other related duties as assigned or required.

PHYSICAL DEMANDS:

1. Sit in a stationary position at least 90% of the time.
2. Move frequently about the office to access file cabinets, office machinery, etc.
3. Operate a computer and other office productivity machines, such as a fax machine, copy machine, calculator, and computer printer.
4. Communicate daily with clients, staff and outside resources that have inquires; must be able to exchange accurate information in these situations.
5. Ability to lift up to 20 pounds.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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