

Overview:

This role requires data analysis and the development of reports to support new and existing projects for QMetrics internal and external customers. The incumbent will take an independent, creative, insightful approach to providing accurate and reliable data and reports. Data sources for analyses include internal databases as well as customer, and third-party data. The successful candidate will have a track record of competency using database tools, statistical analysis, knowledge of health plan/provider organization data, as well as experience analyzing and reporting health care focused surveys.

Qualifications:

Education/Certification:

- BA/BS or higher in a related field (mathematics/statistics/data science, public health, epidemiology, etc.).
- MA/MS in a related field preferred.
- Equivalent combination of education and/or work experience may be substituted.

Required Relevant Work Experience

- 2+ years of data analysis, survey research, data management and quality control, report creation and/or other relevant work experience.
- Prior work experience in healthcare data analysis strongly preferred.

Specialized Knowledge, Skills, and Abilities:

- Knowledge of healthcare delivery systems and health care provider data.
- 2+ years analytical report development experience.
- 2+ years of report writing experience including data interpretation, editing, proofreading.
- 2+ years of experience and skill using Microsoft Office 365.
- Strong Microsoft Excel skills required.
- Statistical knowledge, and programming skills required.
- 2+ years of survey experience including reporting, and data analysis.
- Exceptional interpersonal and problem-solving skills.
- Excellent oral and written communications skills.
- Ability to translate data into meaningful information in report or presentation formats.
- Ability to manage workload effectively to meet competing deadlines.
- Ability to organize and coordinate multiple simultaneous tasks in a team environment.
- Be able to work with minimal supervision.
- Strong attention to detail, especially in writing and proofreading.

Preferred:

- Expertise with manipulating and analyzing large datasets.
- Data visualization experience.
- Experience with CA DMHC TAR requirements.
- Experience as a technical report writer.
- Familiarity with managed care data and quality reporting & analysis such as HEDIS™, quality of care studies.

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Typical Job Accountabilities:

- Analyze, validate, and clean data for use in reporting and survey research.
- Perform data management, including sorting, filtering, and sub-setting data.
- Prepare, review, and edit product reports, executive summaries, and synopses of findings based on year over year data analysis for internal and external customers.
- Review documentation from a variety of sources to identify ongoing trends.
- Ensure consistency of company branding policies and standardization of reports.
- Develop regularly scheduled and customized progress reports in collaboration with internal stakeholders.
- Perform quality control and validation of the data sets and reports including resolution of discrepancies working in collaboration with the project team on finalization of outcomes and design of the reports.
- Analyze and interpret project and survey data to develop recommendations and conclusions to be used in reports.
- Create effective visualizations of project and survey data to support report recommendations and conclusions.
- Analyze survey data and prepare insightful reports detailing surveys and their findings.
- Interact with project teams on matters affecting data flow and make recommendations for improvement to ensure quality standards are met in data entry, collection, storage, and retrieval.
- Produce all deliverables based on competing internal and external deadlines.

Position Type	Contract, Remote	Requirements	N/A
Reports To	Managing Director, Surveys	Start Date	3/15/2024
Create Date	4/1/2022	Revision Date	2/22/2024
Approved By	Suzan Mora Dalen	Approved Date	2/22/2024