

# Data Analyst, Health Care Surveys



## Overview:

The Data Analyst – Health Care Surveys role supports healthcare survey, reporting, and data management initiatives through data analysis, quality assurance, and operational support activities to help ensure the accuracy, integrity, and reliability of healthcare data and reporting outputs. This position is responsible for performing data validation and quality assessment activities, assisting with survey preparation and administration across multiple survey modes, generating routine and ad hoc reports, identifying, and resolving data discrepancies, and supporting data management processes for internal and external stakeholders. The role works collaboratively with cross-functional project teams to maintain efficient data workflows and high-quality deliverables while providing opportunities to develop technical, analytical, and programming skills in a dynamic healthcare data environment.

## Qualifications:

### Education/Certification:

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

### Required Years of Relevant Work Experience:

- 0 - 2+ years of experience in data analysis, data management, quality assurance, reporting, and/or other relevant work experience.
- Prior academic or professional exposure to data validation, quality control, or statistical analysis preferred.

### Specialized Knowledge, Skills, and Abilities:

- Knowledge of healthcare delivery systems and healthcare provider data.
- Strong attention to detail and commitment to data accuracy and integrity.
- Demonstrated ability to learn new systems, tools, processes, and project requirements in a fast-paced environment.
- Proficiency with Microsoft Office 365, particularly Excel.
- Familiarity with data cleaning, reporting, and quality control concepts.
- Ability to follow documented procedures and run pre-programmed scripts to produce reports.
- Excellent organizational skills with the ability to manage multiple tasks simultaneously.
- Strong written and verbal communication skills
- Ability to work both independently and collaboratively within a team environment.
- Exceptional problem-solving skills and a proactive approach to identifying and resolving discrepancies.

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## Preferred Skills and Knowledge:

- SAS programming knowledge or experience with similar statistical/data programming languages (R, Python, SQL)
- Experience with data quality assurance or testing methodologies.
- Familiarity with survey methodologies (telephone, online, mail, fax).
- Statistical knowledge and experience analyzing datasets.
- Experience creating test data or mock datasets for system evaluation purposes.
- Familiarity with healthcare data, managed care, or quality reporting (e.g., HEDIS®).

## Typical Job Accountabilities:

- Perform quality assessments on various data processes to ensure accuracy and integrity of data outputs.
- Review discrepancy reports on data and work with project teams to identify root causes and resolve issues.
- Execute pre-programmed scripts to generate scheduled and ad hoc reports.
- Create and manage test data sets used to evaluate the effectiveness of programming in detecting data discrepancies.
- Assist in survey preparation activities across multiple modes, including telephone, mail, fax, and online.
- Clean, validate, and organize data in support of reporting and survey research projects.
- Perform data management tasks including sorting, filtering, and sub-setting data.
- Collaborate with project teams on matters affecting data flow and quality standards.
- Document data issues and resolutions clearly and thoroughly.
- Support the development of regularly scheduled and customized progress reports.

<b>Position Type</b>	Exempt Full-Time, Contract to Hire	<b>Requirements</b>	Occasional Travel
<b>Reports To</b>	Sr. Data Analyst	<b>Start Date</b>	Q3 2026
<b>Salary Range</b>	\$60,000 - \$75,000	<b>Revision Date</b>	05/28/2026
<b>Approved By</b>	Jim Dalen	<b>Approved Date</b>	05/28/2026

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