

Job Description

Job Title	Data Analyst		
Reports to	Senior Director of Measurement		
Effective Date	04/01/2022	Manager of People	No
FLSA Status	Exempt	EEOC Class	2

ABOUT NCHA

NCHA is a statewide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, home health and hospice services, behavioral health services, state psychiatric inpatient services and veterans' services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leverage the scope and scale associated with a \$19+ million-dollar organization, which is funded by members' dues, grants, and shared service.

PURPOSE

Program and implement reports on hospital and healthcare quality and population health. Query and analyze data for NCHA staff and members. Assure quality of external and internal data feeds into NCHA. Assist the NC Healthcare Association in the organization's goals of transforming NC healthcare system.

RESPONSIBILITIES

- Create and maintain Tableau-based data sources and dashboards.
- Analyze and query healthcare data on an ad hoc basis as requested by NCHA staff, including preparation of graphs and visualizations.
- Develop and program innovative reports on quality and patient safety data as requested by NCHA staff using Agile development process.
- Implement, and/or assist on database changes as needed to accommodate strategic goals of NCHA, respond to changes in data layout and availability, and other considerations using SAS and mySQL.
- Maintain process for posting sensitive financial reports for members on password-protected website, perform quality checks and assist members with data submission as needed.
- Conduct data cleaning, data restructuring, data completeness tracking, and data quality management. Maintain appropriate documentation.
- Maintain knowledge of population health, health equity, quality indicators and hospital finance as needed to support accurate analysis.
- Perform other duties as assigned by the Senior Director of Measurement.

MISSION/VISION/VALUES

- Embrace the NCHA mission to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships.

- Support the vision for A North Carolina where high-quality healthcare is equitable and accessible for all.
- Demonstrate the association's core values in all relationships, at all times. Respect. Integrity. Teamwork. Accountability. Perseverance.

INTERNAL RELATIONSHIPS

- Work principally with the NCHA team to meet the objectives established by NCHA and the NCHA Board. Assist the team with the development of policies and procedures as necessary and provide information as necessary to support the Association's positions.
- Work primarily with the Senior Director of Measurement, analytic team, financial services, foundation and other NCHA team members.
- Collaborate with the other NCHA research staff as needed on data analysis and collection, and on provision of data, reports, and other deliverables to members and others within parameters of NCHA and its subsidiaries' contractual agreements.

EXTERNAL RELATIONSHIPS

- Develop and maintain good working relationships with hospitals, health care organizations, long-term care, community-based organizations, other state hospital associations, quality improvement organizations, governmental agencies, and other entities providing data or software/hardware used in routine work.

EDUCATION AND EXPERIENCE

- Bachelor's degree in a related field.
- Two (2) years of experience in a healthcare, insurer, or research organization preferred.
- An equivalent combination of education, training, and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong analytical and critical thinking skills.
- Willingness to learn new technical skills.
- Strong experience with Tableau and data visualization skills, including skills and experience using Tableau permissions and level of detail.
- Strong experience with Excel including advanced functions.
- Strong experience with Agile development processes.
- Experience in MySQL and SAS programming.
- Experience in qualitative analysis, including text-based data coding and analysis.
- Strong interest in continuously learning about healthcare quality/value.
- Ability to work collaboratively and to demonstrate independent task completion.
- Ability to build relationships and work collaboratively in a team environment.
- Ability to work independently.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work performed mostly in an office environment.
- Use a computer throughout the workday.
- Travel not typically required.

COVID-19 VACCINATION POLICY AND PROCEDURE

- Newly hired NCHA staff will be expected to achieve policy compliance within the first six weeks of NCHA employment.
- NCHA staff may receive the vaccine from any vaccine provider.
- NCHA staff must provide documentation of vaccination to the Director of Human Resources.

- Acceptable proof of vaccination is a document (CDC COVID Vaccination Record Card) by the professional who administered the vaccine which is a World Health Organization (WHO) approved COVID-19 vaccination dosage series or have received the single dose J&J vaccine.
- Vaccination exemptions may be granted for documented medical contraindications/circumstances and religious beliefs.

North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, or other protected status.