

Job Title: Senior Data Analyst
Department: Data Analytics
Reports To: Division Director of Data Analytics
FLSA Status: Non-exempt / Full time
Salary Range: \$70,000 - \$100,000 annually
Prepared By: Chief of Staff
Approved By: Executive Director
Last Modified: 2022-09-06

Job description

The Senior Data Analyst assists the organization with delivering data-driven solutions to healthcare and public safety organizations. The candidate turns data into information, information into insight, and insight into actionable deliverables.

- You should have demonstrated experience with SQL, MySQL, and PostgreSQL databases including the use of server tools. You will be part of a small cross-functional, agile team where you will have continued opportunities to learn and grow.
- You will help determine end-user requirements, develop project plans, perform data functions, and create reports and visualizations. You will be responsible for system maintenance such as software updates, user management, data standardization, and system performance improvements.
- We look for self-starters who thrive in a fast-paced, agile environment – which means wearing many hats, being able to change direction quickly, and showing an eagerness to learn new technologies as the need arises. And most importantly – we look for people who can prioritize, multi-task, and deliver.

Responsibilities

- Develop and maintain reports, dashboards, and data extraction routine
- Perform data analysis, data validation, and data mapping/design
- Develop database queries, views, and stored procedures to support analytics
- Use statistical methods to analyze data
- Determine user needs and design appropriate analytical solutions
- Acquire, extract, transform, clean, and filter data
- Develop and update technical documentation including database documentation, standards, procedures and data dictionaries
- Maintain detailed, tiered user accounts insuring proper data access
- Maintain data analytics platforms and databases
- Provide technical support and problem resolution for analytics platforms

Qualifications

- Undergraduate Degree (BA or BS) in Data Analytics, Statistics, or a relevant field from an accredited college or university
- Minimum 3 years of Tableau Server and Desktop development and maintenance experience required

- Minimum 3 years of database experience with a solid understanding of SQL, MySQL, and PostgreSQL databases
- High level of mathematical and statistical knowledge
- Accuracy and consistency when preparing reports
- Understanding of database structure and data modeling
- Adept at creating queries including quality assurance and optimization
- Healthcare or Public Safety experience is highly desired
- Ability to work independently with minimal supervision
- Ability to work with time constraints and handle stressful situations
- Strong attention to detail with sound judgment
- Ability to collaborate and communicate effectively
 - Ability to work through ambiguity and deal with shifting priorities
 - Ability to mentor other analysts, as well as report to management.
 - Proficiency in documenting processes

Work Environment

- Your choice between Mac or PC
- Work provided phone
- Work provided hotspot with unlimited data
- Stocked break room with complimentary snacks and drinks
- 401k with company match
- Works in multiple environments. Must possess physical and mental health to meet the demands of the position. Must be able to travel up to 25% and participate in various conferences, regional exercises, the Regional Medical Operations Center, and appropriate meetings related to state, regional emergency management, and Acute Healthcare activities. Must be able to serve for extended periods of time, with high-stress loads.

Competencies

- Analytical - Collects/researches data; Uses intuition and experience to supplement data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Project Management - Develops project plans; Communicates changes and progress; Completes projects on time and within budget.
- Oral Communication - Speaks clearly and persuasively; Listens and gets clarification when needed; Responds well to questions; Contributes thoughts, ideas and suggestions.
- Written Communication - Writes clearly and informatively; Edits work; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and solicits feedback.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen - Understands business implications of decisions; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in the decision-making process.
- Planning/Organizing - Prioritizes and plans work activities; Sets goals and objectives.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance.

Code of Conduct:

Employee follows the STRAC Code of Conduct, which are rules to guide us in our work to assure the highest standards of business ethics and compliance as follows:

- 1. Legal Compliance:** comply with federal/state laws
- 2. Business Ethics:** accurately & honestly represent the Organization and not defraud anyone of money, property or service.
- 3. Confidentiality:** protect confidential information
- 4. Conflict of Interest:** do not use position to profit personally
- 5. Business Relationships:** business transactions are free from offers or solicitation of gifts/favors
- 6. Protection of Assets:** preserve assets by using resources prudently and effectively
- 7. Patient Rights:** respect and support patient rights to privacy & treatment