

Prairie Education and Research Cooperative
Position Description

POSITION TITLE: Data Analyst

REPORTS TO: Manager of Information Technology
Director/Chief Operating Officer, PERC
Medical Director, PERC

Approved By:

_____ President of Board Date: _____

_____ Director/Chief Operating Officer Date: _____

POSITION PURPOSE:

Provide statistical and reporting support for project specific databases and applications. Performs report design, verification of data entry and data maintenance. Design and run data reports as needed. Performs routine query functions and generates applicable statistics and reports.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES:

- 1.) Integrates PERC's mission and vision in the daily tasks through dedication to quality improvement and collaborative working relationships.
- 2.) Full commitment to Quality Assurance, Medicare Compliance, and the Health information Portability and Accountability Act (HIPAA) as defined by PERC policy and the Federal Government.
- 3.) Must be willing and able to incorporate PERC customer service protocols as they relate to interactions with patients, families, physicians and co-workers.
- 4.) Knowledge and compliance with all OSHA guidelines.
- 5.) Maintains strict confidentiality of sensitive material and information.
- 6.) Facilitates communication with Director/Chief Operating Officer, study coordinators and physicians.
- 7.) Work with PERC IT staff to develop and implement appropriate reporting procedures for project specific databases and applications.
- 8.) Designs and runs queries to extract and compile data for reports/publications.
- 9.) Formats and generates reports, including summary, statistical, and/or presentation.
- 10.) Verifies input data to ensure accuracy of completed work; scans and edits for errors during processing.
- 11.) Develop project specific testing and documentation to comply with all local and federal regulations.
- 12.) Assists in the preparation of scientific abstracts and publications.
- 13.) May direct, coordinate and oversee the activities of data entry employees.

14.) Performs miscellaneous job-related duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

1. Minimum of a Bachelor's degree in life science, computer science or a related field or equivalent experience.
2. Experience with statistical computer applications.
3. Minimum of 2 years experience in clinical data management (preferred).
4. Experience with Microsoft Office Applications, VB scripting, and Microsoft Windows Desktop Operating Systems.
5. Is able to work under stress (sometimes emergent) and accept constructive criticism.
6. Is able to make objective judgments.
7. Possess strong oral and written communication skills, as well as critical decision-making skills.
8. Ability to design and implement systems necessary to collect, maintain, and perform analysis of data.
9. Knowledge of current technological developments/trends in area of expertise.
10. Ability to verify data input and correct errors.
11. Ability to format and generate summary, statistical, and presentation reports.
12. Knowledge of structured programming, testing, and debugging techniques.
13. Ability to write technical instructions for custom written reporting applications.
14. Skill in the configuration and use of computerized database programs.
15. Proficiency in desktop database design, implementation, and maintenance.
16. Designing and generating queries to extract and compile data for reports/publications.
17. Verifying data to ensure accuracy of completed work.

WORK ENVIRONMENT:

1.) Each job requirement the calls for the following demands:

A.) Mental Demands

1. Must have the ability to control emotions and maintain composure under stress using tact and good judgment.
2. Must be able to adjust to various personalities and situations.
3. Must be able to stay focused and organized during periods of excessive data requests.

B.) Special Demands

1. Must be self-confident and maintain a positive attitude.
2. Must be capable of performing in an environment that demands extreme consciousness, emotional stability, attention to the minute details and keen observation.
3. Must have ability to work effectively in an environment, which tends to be tension provoking.
4. Must be able to communicate effectively with patients, doctors, co-workers, and other departments.
5. Must work well under supervision, as well as independently and be able to take constructive criticism.