

Health Data Analyst (IT)

The Health Data Analyst plans and evaluates activities through the design and development of data/reports and the analysis and interpretation of data. This includes the development of database tools and analysis to produce data support for various company-wide programs and activities.

Position overview

- Develop and maintain databases for use in data analysis and tracking.
- Perform data cleaning, loading, extraction, processing, storage and manipulation.
- Build and maintain program source code written by self and others.
- Perform validation procedures to ensure data quality.
- Maintain detailed documentation of programming and analyses.
- Produce tables, graphs, and charts for reports and presentations.
- Communicate project results to managers and various users.
- Design and develop relational databases for collecting data and create data collection screens.
- Participate in decisions regarding study design, data collection, and data analysis.
- Analyze data with statistical methods.
- Interpret results and provide written summaries of analyses.
- Support other information and data needs and assist in developing technical solutions.

Requirements

These are the qualifications typically needed to succeed in this position. However, you don't need to meet every requirement to apply.

Education and experience

- Bachelor's degree in computer science, statistics, mathematics, economics or similar field.
- Two (2) years work experience in DB reporting data analysis and programming.
- Solid experience with SQL and DB design and maintenance with Microsoft SQL is a must.
- Experience in interpreting and reporting results of analysis, data processing and management, HIPAA EDI, and the use of health data codes.

Knowledge of:

- Basic statistical concepts, models, and procedures.
- Medi-Cal and/or Medicare programs highly preferred.
- Personal computers and proficiency in Microsoft Office Suite applications, including Outlook, Word, Excel, Access and PowerPoint.

Ability to:

- Analyze data and create reports/data extractions.
- Organize work, manage time, and meet deadlines.
- Work under deadlines; manage multiple job requests simultaneously.
- Communicate effectively and provide a high standard of customer service.
- Thoroughly document work.
- Adapt to changes in requirements/priorities for daily and specialized tasks.
- Translate user needs to program functional specifications.
- Communicate and work with users having a wide range of computer skill levels.
- Problem-solve and consider the entire solution.
- Work independently as well as part of a team; support team decisions.
- Effectively interact with internal and external contacts.
- Work cooperatively with others.
- Work as part of a team and support team decisions.
- Communicate effectively, both verbally and in writing.
- Adapt to changes in requirements/priorities for daily and specialized tasks.

Salary and benefits

The starting salary range depends on the candidate's work experience.

Excellent benefits package includes:

- HPSM-paid premiums for employee's medical, dental and vision coverage (employee pays 10% of each dependent's premiums)
- Fully paid life, AD&D and LTD insurance
- Retirement plan (HPSM contributes equivalent of 10% of annual compensation)
- 12 paid holidays a year, 12 paid sick days a year and paid vacation starting at 16 days a year
- Tuition reimbursement plan
- Employee wellness program

To apply, submit a resume to careers@hpsm.org.

Health Plan of San Mateo (HPSM) is a local County-funded nonprofit manages the health care for over 140,000 low-income people San Mateo County, including all its Medi-Cal eligible residents. HPSM is proud to be an Equal Opportunity Employer and an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.