

## Health Data Analyst

*Full-Time w/ Benefits.*

*Telecommute from home available for Candidates Residing in California*

### Who We Are

Founded in 1987, the Health Plan of San Mateo (HPSM) is a managed care plan that offers health coverage and a provider network to San Mateo County's underserved Medi-Cal population. We have a culture focused on kindness, advocacy, and pride in our mission.

We believe that *Healthy is for everyone*—and we fight to make that possible.

Over 90% of our employees say that they take *pride* in the work they are doing at HPSM.

Come find out why we love what we do.

### The Role

The Health Data Analyst will be planning and evaluating activities through the design and development of reports and the analysis and interpretation of data. This includes the development of database tools, data analysis to evaluate the effectiveness of HPSM quality studies and programs, and provision of data support for various programs and ad hoc reports.

Your job duties will include:

- Developing and maintaining databases for use in data analysis and tracking.
- Performing data cleaning, extraction, processing, storage, manipulation, and analyses.
- Building and maintaining SAS/SQL programming codes written by self and others.
- Performing validation procedures to ensure data quality.
- Maintaining detailed documentation of programming and analyses.
- Producing tables, graphs, and charts for reports and presentation.
- Communicating project results to managers and various users.
- Designing and developing relational databases for collecting data and create data collection screens.
- Participating in decisions regarding study design, data collection, and data analysis.
- Analyzing data with statistical methods.
- Interpreting results and providing written summaries of analyses.
- Supporting other information and data needs and assist in developing technical solutions.
- Performing other duties as assigned

### Qualifications

The following represents the typical qualifications, skills and knowledge necessary to be eligible for this position.

#### Education and Experience:

- Bachelor's Degree in Computer Science or Business Administration or related field with emphasis on computer systems/information.
- At least two (2) years' experience in SAS/Base programming required.
- Experience with database management (MS Access preferred), spreadsheets, relational databases, and health care claims processing systems.

#### Knowledge of:

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

**Ability to:**

- Work cooperatively with others.
- Work as part of a team and support team decisions.
- Adapt to changes in requirements/priorities for daily and specialized tasks.
- Analyze data and create reports.
- Organize work, manage time, and meet deadlines.
- Communicate clearly, both verbally and in writing.
- Effectively interact with internal and external contacts.

### Compensation and Benefits

**Starting Compensation Range:** Depending on Experience

**Benefits Information:** Excellent benefits package offered, including HPSM paid premiums for employee's Medical, Dental and Vision coverage. Employee pays a small portion of the dependent premiums (10%) for medical and dental benefits. Additional HPSM benefits include fully paid life, AD&D, and LTD insurance; retirement plan (HPSM contributes equivalent of 10% of annual compensation); holiday and vacation pay; tuition reimbursement plan; and more.

### How to Apply

**Application Process:** To apply, submit a resume and cover letter to [careers@hpsm.org](mailto:careers@hpsm.org).

The Health Plan of San Mateo is proud to be an Equal Opportunity Employer and encourages minority candidates of all backgrounds to apply.