

**Title:** Healthcare Data Analyst  
**Classification:** Exempt  
**Reports to:** Chief Health Information Officer  
**Supervises:** N/A

- **To apply, email cover letter explaining how you meet the minimum qualifications along with a resume and OKPCA application to Joe Denney at [jdenney@okpca.org](mailto:jdenney@okpca.org). Posted until filled.**

The Oklahoma Primary Care Association is a 501c3 membership association of community health centers serving community, homeless and migrant populations. OKPCA is a dynamic, team-oriented non-profit association, and provides support and technical assistance to federally qualified health centers (FQHC's) and other safety net primary care providers across Oklahoma.

### **SUMMARY**

The Healthcare Data Analyst will have the primary responsibility to gather and analyze healthcare data from multiple sources to extract trends and business insights.

To succeed in this role, you should be analytical and resourceful. You should also be an excellent communicator able to tell the story behind raw data to non-technical audiences. You should have a passion for improving the health of underserved populations in Oklahoma. You will be working with a highly motivated, data literate and savvy team to help stand up a new data driven set of reporting and improvement tools to our members.

### **QUALIFICATIONS**

Experience in nonprofit operations; professional office, computer and organization skills; proficiency in Microsoft Office Software Suite; above average verbal and written communication skills with ability to work in a diverse workplace; dependable transportation with current auto insurance and valid driver's license. Must be detail oriented with excellent time and project management skills.

### **DUTIES AND RESPONSIBILITIES**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Gathering and integrating data from disparate sources
- Building models and analyzing data to unearth trends and patterns
- Presenting and explaining information, and suggesting improvements
- Understand health care operations and systems
- Create and validate record-keeping processes
- Pull and integrate data from disparate sources (e.g. cost and claims or clinical data)
- Evaluate and preprocess raw information

- Delve into data to discover discrepancies and patterns
- Build models that capture a wide range of health care operations
- Present and explain information in an accessible way
- Suggest ways to both increase healthcare quality and reduce costs
- Collaborate with management and internal teams to implement and evaluate improvements

### **GENERAL ACTIVITIES**

- Participate in staff development as required to perform job duties
- Become completely familiar with policy and procedures, operating guidelines, organizational structure and program specific terminology
- Travel to in-state member sites or out-of-state conferences/meetings as required
- Participate in staff development as required to perform job duties
- This position may require evening and weekend hours
- Exercise prudent judgment and confidentiality regarding association, member and client information

### **Key Organizational Relationships:**

This position works in close collaboration with:

- OKPCA Quality Improvement Team
- OKPCA Clinical Committee and Subcommittees
- Community Health Center Clinical and Administrative Staff

### **Minimal Requirements**

- Experience in data analysis and visualization methods
- Understanding of healthcare procedures
- Knowledge of Extract Transform and Load (ETL) frameworks
- Proficient in SQL and analysis tools
- Knowledge of Enterprise Data Warehouse (EDW) and data management systems
- Excellent analytical and communication skills
- Outstanding organizational and problem-solving aptitude
- BSc/BA in Health Informatics, Statistics, Mathematics or a related field, minimum. Preferred Masters degree in Public Health, Health Administration or a similar field with an emphasis in a quantitative discipline such as Biostatistics or Epidemiology.
- New graduates encouraged to apply.

### **Physical Requirements**

Must be able to:

- interact with the public; maintain appropriate attire and personal hygiene
- sit and use a computer for extended periods
- use the telephone
- drive an automobile for extended periods of time
- use stairs when required by location or circumstance
- use airplanes, trains, and other public transportation as needed
- file and maintain routine correspondence, documents, regulations, and other program documentation/materials (requires stooping, bending at the knee and raising arms above the chest or head)
- receive, pick up, store or distribute program material (brochures, booklets, binders, promotional items) that may require lifting in excess of 10 pounds
- use and file reference material that may be bulky, odd-sized and weigh in excess of 10 pounds
- attend conferences that may require extended periods of standing and/or sitting

- attend out of state conferences that may require overnight stays with responsibility for maintaining appropriate personal luggage as well as conference materials that may weigh in excess of 20 pounds

**Job Complexity**

Exercises judgment within defined procedures and practices to determine appropriate action. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Applies problem-solving skills gained through past experiences to company guidelines.

**Role as a Team Member**

Contributes to team objectives and outcomes. Consults with senior peers and sometimes upper management on complex projects.

**Internal/External Contacts**

Builds productive internal/external working relationships.

**Leadership/Supervision of Others**

Generally responsible for own work only but may be asked to lead the work of others, which may include people above their grade level, including allocating work, assigning tasks, providing training and guidance; performs work of a similar nature. (Does not have hire/fire and performance management decision authority).

**Innovation**

Suggests new platforms and methods to obtain input from diverse voices into development of OKPCA's priorities. Constantly seeks new ways to best engage with partner organizations. Always seeking most effective means to convey OKPCA's messaging to our audience. Demonstrates out of the box thinking. Connects ideas and concepts in innovative ways.

**Language Skills**

Fluency in written and spoken English required.

**Travel Required**

In-state and out-of-state travel may be required for this position. Must possess valid Oklahoma driver license and provide proof of insurance. Must be able to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per OKPCA policy.

**Work Environment****Team**

OKPCA is a team-oriented organization; a tight-knit group of professionals committed to both the mission and to enjoying their jobs. Respectful interpersonal relationships, a fun team dynamic, and a passion for advancing the cause of community health centers are equally critical components of the work environment.

As a subject matter expert, employees are expected to partner as needed with the communications & marketing department to develop messages, objectives and/or communications tools to reach OKPCA's members and other target audiences.

**Work Site**

Duties will be performed in both an office setting and out in health centers.



**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit behind and use a computer, talk, hear, and be able to operate general office equipment. This individual is also required to stand, walk, and reach during events.

**Statement of OKPCA Practices**

OKPCA is committed to continuous internal quality improvement practices. We work in a fast moving, ever changing environment in which management and staff strive to create constantly improving quality. OKPCA places a high value on member relations and is a dynamic, team-oriented organization.

OKPCA is a smoke free, drug free workplace. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national origin or disability. OKPCA expects employees to be culturally competent, with the ability to interact positively with people who do not look like, talk like, think like, believe like, act like, and live like they do.

**General Statement**

Oklahoma Primary Care Association (OKPCA) is a private, 501(c)(3)-membership organization of Oklahoma's "safety-net" primary care providers. Our mission is to strengthen access to affordable community-based health care through advocacy, education and technical assistance. Our membership primarily includes the federally qualified health centers (FQHCs) and Look-Alikes as well as Indian Health Centers, and community clinics with similar missions and governance.