

TUBA CITY REGIONAL HEALTH CARE CORPORATION
Job Description

Data Analyst

Division:	Community Health Services	Reports to:	Public Health Program Director
Department:	Public Health Department	FLSA:	Exempt
Type of Position:	Full-Time	Effective Date:	August 12, 2020
HR Reviewed by:		Approved by:	

POSITION SUMMARY

The incumbent is responsible for establishing, evaluating, and utilizing database systems to enhance surveillance, tracking, and monitoring of the health status of the population served by the Tuba City Regional Health Care Corporation (TCRHCC). Incumbent performs population health analytics to identify public health problems and trends. Incumbent is responsible for overall management and quality of public health and healthcare service data to ascertain changing patterns of health and illness related to the mission of TCRHCC. Incumbent performs data management and data cleaning and conducts statistical and epidemiological analyses related to disease outbreaks, health services and population health. Additionally, the incumbent helps prepare findings for dissemination. Incumbent works under the direction of Public Health Program Director. **This is a Cares Act funded position.**

NECESSARY QUALIFICATIONS

Education:

Master’s Degree in Public Health Or Master’s Degree in Science with a biostatistics (or similar concentration) or healthcare data-related field.

Experience:

Must have at least one year of experience and/or training in epidemiology or public health data management and analysis using statistical software

Certification:

Must have and maintain current Basic Life Support (BLS) certification by the American Heart Association or obtain within six months of date of hire

Other Skills and Abilities:

A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. All employment references must address and indicate success in each one of the following areas:

- Skill with tools needed to perform all activities within scope of work, such as Microsoft Office products, database management, geographic information systems (GIS), statistical software (such as: R programming, PowerBI, SAS, or STATA, etc.) and visual analytics software.
- Knowledge of analytics and metrics including visual geographical display, exploratory data analysis, tabular analysis and displays, statistical process control, survey design and administration, survey analysis, for the purpose of evaluating public health performance
- Knowledge of and skill in applying a wide range of population health, analytical, statistical, and mathematical theories, principles, and practices
- Knowledge of qualitative and quantitative techniques for measuring and analyzing data
- Strong interpersonal, communication, and presentation skills
- Ability to set priorities and manage work within a designated time frame
- Positive working relationships with others
- Possession of high ethical standards and no history of complaints
- Reliable and dependable; reports to work as scheduled without excessive absences

PREFERRED QUALIFICATIONS

Other Skills and Abilities:

Ability to speak Navajo, Hopi, or Southern Paiute and/or knowledge of Native community and geography

ESSENTIAL FUNCTIONS:

1. Imports, exports, and cleans data from various sources, including the electronic health record (EHR), patient tracking software, and other software systems to collect data. Manages data and ensures robust quality assurance. Develops sustainable plans and tools for quality assurance.
2. Prepares and analyzes data for the purpose of population health assessment. Creates reports on population health data and trends, analyzing data using statistical software, GIS, etc. Statistically analyzes performance, outcomes, and health status across characteristics of people, place, facilities, and over time.

3. Collaborates as appropriate with tribal, county, state, regional, and federal partners.
4. Applies a wide range of quantitative and/or qualitative methods to develop data collection tools for the review, evaluation, survey, and improvement of public health programs and healthcare services, including infectious disease testing, case investigation, and contact tracing.
5. Establishes and maintains an integrated system of information gathering and reporting. Analyzes the data and assesses program needs in terms of strategies, services, and resources.
6. Develops and organizes measures and measurement plans.
7. Produces dashboards, reports, and presentations on data using visual analytics software.
8. Works collaboratively with Information Technology department and other stakeholders to ensure accurate collection, quality and validated data is generated for all public health program project purposes.
9. Adheres to all TCHRCC Policies and Procedures.
10. Develops and prepares periodic special and standard reports, using effective methods for data presentation to diverse audiences. Fulfill data analysis requests from internal and external partners. Interfaces with non-technical users to assist with data interpretation and understanding of results.
11. Reviews and appraises adequacy and validity of public health data, identifying problem areas. Provides guidance on data limitations.
12. Wear designated personal protective equipment when required.
13. Performs other duties as assigned.

PROBLEM SOLVING

Requires planning, researching, and implementing the full scope of analytical projects requiring application of statistical theory for the Public Health Department. Requires the skill(s) to identify complex problems and review related information to develop and evaluate options and implement solutions; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; demonstrates accuracy and thoroughness, plus searches for ways to improve and promote quality. Incumbent plans and carries out the successive steps and handles problems and minor deviations in the work assignments in accordance with instructions and public health program and hospital policies and procedures.

MENTAL AND PHYSICAL EFFORT

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical:

Must be able to stand, walk and sit for long periods of time; must be able to lift up to 20 lbs; must be able to distinguish numbers, letters, and colors; and must be able to see, hear, and talk on the telephone.

Mental:

Must be able to prioritize and use good judgment; must have critical thinking skills to problem solve and plan, identify and question issues and information in order to make appropriate assumptions, inferences, implications, and decisions; and must be able to communicate with staff, providers, senior leaders, and external entities.

IMPACT

This position has an extremely high impact in improving the public health outcomes as the provided data reports and analysis identify public health problems and trends of great importance to the health and well-being of the TCRHCC service population.

NAVAJO/INDIAN PREFERENCE

TCRHCC is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who are enrolled members of the Navajo Nation and who meet the necessary qualifications for this position will be given preference in hiring and employment for this position and applicants who are enrolled members of any other tribe who meet the necessary qualifications will be given secondary preference.

APPLICATION DECLARATION

In performance of their respective tasks and duties, all employees at TCRHCC are expected to conform to the following:

- ✓ Adhere to all professional and ethical behavior standards of the healthcare industry.
- ✓ Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- ✓ Possess cultural awareness and sensitivity.

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles may be grounds for immediate termination.

I have read the qualifications and requirements for the position of **Data Analyst**. To the best of my knowledge, I believe I can perform these duties.

Employee (Print Name)

Employee Signature

Date