



Genevive

Job Description: Data Analyst

Job Title: Data Analyst

Department: Business Operations

Position Summary: This position is responsible for owning, interpreting, and reporting on data for Genevive. The Data Analyst is integral member of the Genevive team and will work with all aspects of the organization up to and including the CEO. Will generate reports and present for meetings on a regular basis. This position will create reports and presentations for the operational, management and board members on clinical data and business and financial metrics.

Supervision Received: Director of Operations

Supervision Exercised: n/a

Hours per Pay Period: 80hrs

Classification:

Full-Time

Exempt

Part-Time

Non-Exempt

Education/Qualifications:

Required

- BA/BS degree; previous experience in healthcare and/or geriatrics
- Three years experience in data analysis or as a data analyst
- Expert technical skills in Excel, Access and Powerpoint
- Previous experience building data reports
- Project management experience
- Strong attention to detail and comfortable with changing data needs
- Ability to handle confidential data
- Strong verbal and written communication skills
- Ability to interface with multiple levels of the organization, strong presentation skills

Preferred

- 5+ years as a Data Analyst

Essential Functions:

1. Work with Business, Clinical, and Value Contracting teams to interpret data and provide analysis on respective trends
2. Collect and own data from various sources
3. Perform analysis on data and report the data through different measures including but not limited to dashboards, reports, and presentations
4. Responsible for continued maintenance and updating of data
5. Present data to various leadership levels including management team, executive team and board members



Genevive

6. Ability to use pivot tables, statistical analysis, and forecasting within Excel, Access and Powerpoint
7. Create reports and dashboards in various forms including Power Point and Excel
8. Review and analyze health plan clinical claims data; identify gaps in care and areas of opportunity
9. Use various statistical tools to analyze and interpret different data sets
10. Ensure quality and accuracy of data
11. Identify, analyze and interpret trends in the data
12. Make recommendations and perform detailed analysis on various aspects of the business including clinical, value contracting and business functions and metrics
13. Filter and “clean” data by reviewing reports and performance indicators to identify, locate and fix problems
14. Responsible for implementing changes to reports, dashboards, and other high level reporting
15. Must be able to work with different data sets from revenue to patient census
16. Assess data quality
17. All other duties as assigned

Physical/Mental Demands and Work Environment:

1. Work is performed in a normal office environment with occasional work from home.
2. Flexible schedule with possible evening and/or weekends when necessary
3. Requires the use of office equipment, such as copiers, computers, tablets, telephones, fax machines, cell phones and pagers. May view computer screens for long periods of time.
4. Vision must be correctable to 20/20 and hearing must be in a normal range for telephone contacts.
5. Work requires hand dexterity for office machine operations, stooping and bending to files and supplies, mobility to complete errands, or sitting for extended periods of time.
6. Contact with Genevive providers and staff is frequent and occasionally interruptive.
7. Performs highly complex and varied tasks requiring independent knowledge and its application Occasional stress in dealing with tense, angry and/or upset clients or staff, and/or multiple demands during deadline periods.

The 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 job functions.