

## Health Information Management Data Analyst I

<b>Only open to candidates residing in California</b>	<b>Opportunity to make a difference in your community</b>	<b>Position not eligible for sponsorship</b>
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### **General Description**

Join our dynamic team as a Health Information Management Data Analyst I, where you will play a crucial role in supporting the Health Information Management Department's mission. Reporting to the HIM Manager or HIM Director, this position offers a unique opportunity to contribute to the acquisition, analysis, and utilization of health information and data, ultimately driving improved outcomes for our members, fostering greater engagement with providers, and enhancing our data analytics strategies.

### **Duties & Responsibilities**

#### **Essential Functions:**

- *Client Collaboration:*
  - Collaborate with clients to understand business problems and provide data-driven decision support.
  - Offer actionable insights to guide clients towards effective solution pathways.
- *Technical Development:*
  - Facilitate the development of technical specifications and metrics for measuring, monitoring, and evaluating processes or outcomes.
  - Independently access and validate data from information systems.
- *Data Analysis:*
  - Use PC-based spreadsheets for quantitative analyses and reporting.
  - After completing SAS DI training, support tasks involving basic data mining and processing.
- *Lean Methodologies:*
  - Exercise Lean methodologies to develop reports with accurate, concise, and useful information that meets client needs.
- *Quality Assurance:*
  - Implement specified quality assurance procedures to ensure accuracy of project data, results, reports, and presentations.
  - Exercise professional judgment regarding analysis assumptions and data quality.
- *Communication and Presentation:*
  - Collaborate with clients to review, validate, and interpret outputs to ensure alignment with business goals.
  - Actively participate in presenting results to various audiences.
- *Documentation and Support:*
  - Develop and maintain technical documents, supporting the HIM Manager as needed.
  - Contribute to the organization's data analytics success through active participation in data stewardship and governance discussions.

#### **Secondary Functions:**

- Develop and share best practices with cross-functional teams.
- Perform other duties as assigned.

## 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 Health Sciences, Statistics, Mathematics, Information Technology, Business, or a related field.
- Three (3) to Five (5) years of healthcare data and/or statistical analysis experience highly preferred.
- One (1) to Three (3) years of experience with quality measure sets governed by various data stewards such as NCQA and CMS preferred.

### Knowledge of:

- Proficiency in Microsoft Office Suite, including Outlook, Word, and PowerPoint; advanced proficiency in Excel, PowerBI, ACCESS preferred.
- Database applications, electronic health records, analytical software (SAS Data Integration Studio), data aggregation software, case management tools, Population Health analytics platforms.
- Healthcare, managed care terminology, Medi-Cal, or Medicare Advantage preferred.

### Ability to:

- Work cooperatively in a team environment.
- Effectively communicate both verbally and in writing.
- Adapt to changes in requirements and priorities.
- Analyze performance and operational data to arrive at actionable results.
- Articulate technical concepts to both technical and non-technical staff.
- Demonstrate excellent analytical skills to resolve simple and complex problems.
- Prioritize work and complete projects within established timeframes.

## Salary and benefits

**The starting salary range** is \$74,011 - \$98,065, depending 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](mailto:careers@hpsm.org).**

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