

Data Analyst/Senior Data Analyst* (Exempt)

SUMMARY

The [California Health Care Safety Net Institute](#) (SNI) is the 501c3 affiliate of the [California Association of Public Hospitals and Health Systems](#) (CAPH), and supports California's 17 [public health care systems](#) in their efforts to improve the way they deliver care. SNI supports California's public health care systems by informing and shaping statewide and national health care policy, by providing performance measurement and reporting expertise, and by accelerating and supporting decision-making and learning, within and across member systems. Because of our work, more people – especially the underserved – receive effective, efficient, and respectful health care regardless of their ability to pay.

The Data Analyst/Senior Data Analyst provides high level support on a variety of organizational analytic needs and key SNI projects/initiatives. The Analyst will independently participate on CAPH and SNI teams and work with external partners and member California public healthcare systems to develop effective reporting mechanisms and ensure high data quality.

The ideal candidate understands and embraces the CAPH/SNI Values—passion for the mission of ensuring equal access to high quality health care for all, teamwork, and high performance, as well as a genuine interest in health care and desire to learn more in order to effectively support quality improvement initiatives. This position is classified as exempt.

*SNI is seeking to fill one position at the Data Analyst or Senior Data Analyst level and will make the determination based on the overall candidate pool and the individual's level of expertise and experience.

CAPH/SNI values a diverse team. Qualified applicants of all races, people with disabilities, and veterans are encouraged to apply.

PRIMARY RESPONSIBILITIES

Reporting to the Chief Medical Officer, the Analyst will be responsible for overseeing data quality, aggregating, and analyzing datasets and developing actionable reports for healthcare performance programs. These reports will serve key decision-making processes including: 1) monitoring progress across public healthcare systems; 2) helping improve member success in achieving quality improvement goals; and 3) communication to external stakeholders. Key responsibilities include, but are not limited to, the following:

- Collects data, conducts routine and complex analyses, and creates data visualizations to effectively present data on quality of care (clinical, operational, and patient experience) reported by California public healthcare systems.
- Analyzes trends, highlights important findings, and communicates these trends and findings to key staff and leadership. Serves as internal data and report expert.

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- Supports successful member reporting for current and future value-based delivery system reform programs through the refinement of metric specification manuals and reporting guides, member webinars, targeted additional assistance, and ongoing dialogue with the State to clarify program guidance. Responsible for management of National Committee for Quality Assurance (NCQA) partnership in support of the above. Takes on project management role as needed.
 - Serves as a technical measurement, data-related, and program liaison between CAPH/SNI and the State, and with national stakeholders as needed.
- Provides a high level of customer orientation and responsiveness to members' staff. Responds to technical inquiries related to performance measures or program/policy clarifications using excellent judgment on when to answer directly or collaborate with the appropriate internal or external subject matter experts or partners.
- Participates in SNI's research and development of quality metrics for public healthcare systems.
- In collaboration with subject matter experts, identifies and solves reporting, measurement, or policy-related issues in statewide performance programs.
 - Provides project management support for the above stakeholder processes.
 - Collects and analyzes additional data from systems as needed to support CAPH/ SNI efforts.
- With SNI Chief Medical Officer, leads the CAPH/SNI Metric Technical Advisory Committee (MTAC). With the knowledge of member systems' challenges in reporting and performance improvement, contributes ideas and feedback on SNI's planning of programs and offerings to members.
- Participates on CAPH/SNI team projects as assigned.

KNOWLEDGE & EXPERIENCE

- BA/BS degree with minimum five years' experience or master's degree with minimum 2 years' experience in related field (e.g., health care administration, public health, epidemiology, biostatistics, health policy).
- Strong quantitative data analysis expertise with state or national health-related datasets and data systems preferred.
- Experience with clinical quality improvement initiatives a plus
- Strong communication (verbal and written), customer service, and facilitation skills, including translating data to non-data audiences.
- Excellent Microsoft software knowledge including PowerPoint and advanced Excel.
- Experience with SQL and/or willingness to be trained upon hire is required.
- Experience with other data analysis programming languages (e.g., Python, R) and/or data visualization program is a plus.
- Strong attention to detail, data integrity, and best practices of data management.
- Demonstrated ability to work independently and perform with little direct supervision.
- Strong initiative and superior productivity; ability to manage multiple tasks in an organized fashion. Strong sense of priorities and objectives; ability to anticipate needs, recommend options, and implement.

Interested candidates, please send cover letter and resume to jobs@caph.org with the job title in the subject line.