



Managed Mental Health Care Organization for Coos, Curry, Jackson, Josephine, and Klamath Counties
550 NE E Street, Grants Pass, Oregon 97526 • Phone: 541-955-9565 • Fax: 541-955-8290 • www.jbh.org

Position Description

Position: Data Analyst

Employee: Vacant

Supervisor: Chief Operations Officer

Status: FTE 1.0 Permanent Temporary Exempt

General Statement of Duties: Under general supervision, collects, evaluates, and prepares research and/or other complex clinical statistical data for stakeholders as well as for internal use. Prepares statistical and narrative reports, and participates in the analysis and interpretation of data as appropriate. Works closely with the Chief Operating Officer, JBH Management staff and Information Systems staff to develop, maintain, and ensure quality control of databases, and assists in development and implementation of measurement and reporting systems.

Supervision Received: The Data Analyst is supervised by the Chief Operations Officer.

Supervision Exercised: Data Coordinator.

Examples of Work Performed: An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks, which an employee may be expected to, perform.

- Coordinate system and data management for JBH and its providers.
- Monitor performance of the TPA, resolve problems, request special or customized reports, and provide periodic updates to JBH Board of Directors, Executive Director, Chief Operations Officer, JBH Managers and Staff, CMHP's, and other contractors.
- Produce and update monthly raw claim data files and ongoing monthly and quarterly reports.

- Supervise release of information and data in hard-copy and computer formats to various users including federal and state agencies, local governments, private companies or nonprofit organizations.
- Assist in extracting and reviewing claim and exposure data to satisfy requirements of program consultants (actuaries, auditors, etc.) and regulatory agencies.
- Identify and extract the appropriate data to fulfill ad-hoc information requests concerning claims and exposure data for JBH staff, CMHP entities, and other contractors.
- Develop procedures and formats for data processing and ensure quality control.
- Develop and/or design reports of claims and program data for inclusion in JBH-developed software.
- Create queries to produce analysis tables; prepare data summary tables, charts, graphs, and reports.
- Monitor data integrity using established queries or custom reports. Assist with code and data cleanup.
- Recommend ways to share, capture or report data in a more productive manner.
- Conduct special research projects as assigned.
- Other duties as assigned.

Minimum Required Qualifications -- Knowledge, Skills and Abilities:

1. Extensive Knowledge of:
 - Health care insurance and claims administration.
 - Analyzing and developing reports from raw data using a variety of software such as Excel, Access, SQL Reporting Services or Crystal Reports.
 - The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Title II the Administrative Simplification (AS).
 - Must have a thorough understanding of PHTECH products; understand the organizational structure, and benefits of the company by 90 days.

2. Essential Skills:
 - a. Technical Skills
 - Fluent in SQL and expert with RDBMS (relational database management systems).
 - Hands-on experience with data analysis tools such as Cognos, Business Objects, or Microsoft Access.
 - Experience with EDI or B2B services and application such as Microsoft BizTalk.
 - Strong skills with Microsoft SQL Server, including DTS, T-SQL, and Analysis Services.
 - Experience with OLAP and MDX including the generation of data cubes and retrieval of data from those cubes.
 - In-depth knowledge of report-writing applications such as Crystal Reports.

- In-depth knowledge of the Microsoft Office suite of applications, specifically Microsoft Excel and Microsoft Access.
 - Is comfortable with the Windows desktop operating system.
- b. Organizational Skills
- Must possess a strong attention to detail and the ability to establish priorities, handle several projects simultaneously, meet deadlines, and work independently.
 - Is able to meet with clients and end-users to organize and define project and report specifications and follow up with progress or status updates.
- c. Interpersonal Skills
- Excellent written and oral communication skills.
 - Possess a positive, enthusiastic attitude, with a willingness to adapt to changes and critical requests.
 - Able to work effectively within a team structure emphasizing cooperation and communication with a diversity of personalities.
 - Establish and maintain a quality, friendly and productive work environment.
 - Able to communicate and interact effectively with consultants, physicians, and physician office staff, community organizations, health care executives and fellow employees.
3. Ability to:
- Quickly grasp behavioral health requirements and practices, applicable regulations/standards, and recommend implementation of risk-based solutions to simultaneously meet regulatory and fiscal requirements.
 - Effectively communicate policies and procedures.
 - Positively influence groups across an organization to embrace a common philosophy.
 - Manage and execute on multiple, critical projects simultaneously.
 - Escalate issues in the face of competing priorities.
 - Establish and maintain positive and professional working relationships with co-workers, customers, and other agencies.
 - Perform effectively on teams.
 - Maintain punctual and regular work attendance.
 - Adhere to state and agency policies, procedures, and regulations.
 - Participate in employee training and orientation.
 - Analyze and interpret complex material and make sound recommendations.

Special Required Qualifications: Possession of a valid State of Oregon driver's license with a good driving record. Be able and willing to drive own motor vehicle or arrange alternate reliable transportation.

