SENIOR DATA ANALYST

Job Code: 700018	**FLSA Status: Exempt**	**Mgt. Approval: Dan Ruhland**	**Date: January 2024**
Department: Pharmacy		**HR Approval: D. Ripp**	**Date: February 2024**

JOB SUMMARY

The Senior Data Analyst serves as a technical data expert for the department and other stakeholders in report querying, data view build, and report generation. Key responsibilities include the facilitation, coordination, and support of data retrieval and analysis tasks in support of operational programs and initiatives.

This role will lead projects with defined outcomes and endpoints. The incumbent works on a broad variety of assignments, the majority of which require an advanced level of analytic competency with an expanding knowledge base and skill set. This position leads analytic and project support across operational areas and is called upon to exercise discretion and maintain confidentiality in analysis and reporting.

The Senior Data Analyst is expected to identify and resolve problems independently and is expected to apply a level of high judgment and initiative in carrying out assigned tasks. A wide variety of internal and external contact relationships are involved in performance of the duties of this position and the incumbent will interact with employees at all levels. The incumbent develops trusted advisor relationships with a variety of colleagues and stakeholders, coordinating analytic activities across the enterprise. The incumbent plays a leadership role within the department, leading improvement teams to enhance performance of the department, and serves as a mentor to other Data Analysts and other colleagues.

MAJOR RESPONSIBILITIES

Data/Program Planning:
- Manage initiatives & projects of significant complexity and risk. Provide leadership to assigned delivery teams. Provide input to prioritized roadmaps, develop work estimates, and ensure successful delivery to support strategic planning and initiatives, improve organizational performance, and advance progress towards UW Health goals.
- Organize and assess data reporting requirements, maintains data programs to meet all required data submissions to external regulatory agencies and stakeholders.
- Validate all work through reasonability checks; comparisons to historical results and benchmarks; end user validation processes; and other processes established by the team.
- Identify variation in resource utilization, use data mining and visualization techniques to understand variation.
- Use a variety of database and statistical tools, internal and external data sources, modeling techniques, interpretive judgment skills, and presentation techniques to deliver actionable information and intelligence to decision makers.
- Provide relevant and appropriate consultation to the department including, as appropriate, oral and written presentations at meetings or to leadership.
- Complete all documentation of data structures; measures and metadata; assumptions and models; reports and analyses; user-focused aids and training materials; and other documentation as required.
- Interpret government and externally reported healthcare regulations, including measurement programs, and translate requirements to shape analytics deliverables.
- Continuously develop knowledge and understanding of the landscape of analytics applied in the business domain(s).

Operational Improvement:
- Lead operational improvement initiatives, including facilitation and development of operational scorecards as well as provides guidance to stakeholders regarding performance measurement tools.
- Work with internal stakeholders and external customers to identify metrics to report on and to develop appropriate report format.
- Utilize SQL and other query tools to analyze large quantities of data, from multiple complex internal and external sources to glean understanding, derive actionable insights into organizational performance and the external environment, and measure progress toward strategic initiatives.
- Apply knowledge of healthcare industry and clinical or business workflows to inform solution design and development, through working collaboratively with business, clinical, and operations leaders to evaluate sometimes complex requests; conduct critical thinking to define and address their needs; and propose solutions to meet their needs.
- Responsible for development and dissemination of analyses, assisting users of information at all levels of the organization with expert interpretive assistance.

- Leveraging knowledge and skill with a variety of analytic tools, design, create, maintain powerful visualizations and models that illuminate opportunities to support strategic planning and initiatives, improve organizational performance, project future demand, and advance progress towards UW Health goals.
- Lead the development and delivery of training relevant to area of expertise.
- Actively mentor and teach other colleagues (formally and informally) by contributing experience and insight to the team and to UW Health.

 Core behaviors:
- Works collaboratively with other UW Health departments to promote knowledge sharing and adoption of best practices.
- Provides support as needed to UW Health system-wide initiatives that require the application of Data Analysis resources and skills.
- Develops and maintains strong knowledge of the industry related to the department and policy landscape and provides subject matter expertise for both internal and external stakeholders as needed. Learn the business processes, workflows, value streams and key challenges. Develop a strong understanding of the patient journey and perspective.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS		
Education	Minimum	Bachelor's degree in business administration, finance, information systems, or another relevant field. Four years of relevant experience may be considered in lieu of a degree in addition to the experience listed below.
	Preferred	Master's degree in Business Administration, Healthcare Administration, Informatics, or other relevant field.
Work Experience	Minimum	Five (5) years of experience in healthcare, accounting, business administration, finance, analytics, project leadership or related experience
	Preferred	• Prior experience in healthcare analysis • Prior experience in analysis, strategic planning, and decision support • Prior experience in an academic healthcare environment. • Prior experience in writing SQL or similar languages • Prior experience training and mentoring others • Prior experience creating trusted-advisor relationships
Licenses & Certifications	Minimum	**Epic certifications in any subject area**
	Preferred	Epic certifications in Cogito, Clarity, and/or Caboodle applications
Required Skills, Knowledge, and Abilities		• Demonstrated analytical skills and ability to think critically. • Demonstrated ability to independently analyze business or clinical workflows and how they relate to the storage of data. • Demonstrated ability to provide on-the-spot consulting and data insight. • Demonstrated knowledge of advanced code development in SQL, SAS, or similar tools • Strong proficiency of computer systems and the ability to effectively utilize software applications including spreadsheet development, database development and management, report writers, and presentation software. • Strategic thinking, planning, and problem-solving • Effective interpersonal relations skills promoting teamwork and collaborative alliances. • Effective mentor and trainer. • Excellent organizational and time management abilities. • Ability to work effectively and independently manage tasks in a fast-paced environment. • Ability to build collaborative alliances and lead others. • Effective persuasion and negotiation skills. • Ability to effectively deal with conflict management and the skill to anticipate and bring issues to resolution. • Effective verbal and written communication and group presentation skills to ensure a high level of customer satisfaction. • Demonstrated, effective project management and coordination skills. • Ability to effectively distill and present complex information in written and verbal format to a variety of audiences.

UW HEALTH JOB DESCRIPTION

AGE SPECIFIC COMPETENCY (Clinical jobs only)
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

Infants (Birth – 11 months)	Adolescent (13 – 19 years)
Toddlers (1 – 3 years)	Young Adult (20 – 40 years)
Preschool (4 – 5 years)	Middle Adult (41 – 65 years)
School Age (6 – 12 years)	Older Adult (Over 65 years)

JOB FUNCTIONS
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	**Sedentary:** Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	**Up to 10#**	**Negligible**	**Negligible**
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	**Up to 20#**	**Up to 10#** or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	**Negligible** or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	**20-50#**	**10-25#**	**Negligible-10#**
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	**50-100#**	**25-50#**	**10-20#**
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	**Over 100#**	**Over 50#**	**Over 20#**
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.