Data Reporting Specialist

Job Description

Position Title: Data Reporting Specialist
Reports to: VP, Population Health
Job Status: Full-Time
FLSA Status: Non-exempt
Positions Supervised: None

Job Overview:

The Data Reporting Specialist will be responsible for collecting, analyzing, and interpreting data to produce actionable insights and reports for various stakeholders. The ideal candidate will have strong analytical skills, experience with data visualization tools, and the ability to communicate complex data findings in a clear and concise manner.

Key Responsibilities:

1. **Data Collection & Management:**
   o Collect and compile data from various sources, ensuring accuracy and completeness.
   o Maintain and update organizational dashboards.
2. **Data Analysis & Reporting:**
   o Analyze data to identify trends, patterns, and anomalies.
   o Develop and maintain regular reports, dashboards, and visualizations to support decision-making.
   o Create ad-hoc reports as needed for special projects or inquiries.
3. **Data Quality & Integrity:**
   o Perform data validation and cleaning to ensure data quality.
   o Monitor data quality metrics and implement improvements as necessary.
4. **Collaboration & Communication:**
   o Work closely with cross-functional teams to understand data needs and provide analytical support.
   o Present findings and insights to stakeholders in a clear and understandable format.
5. **Process Improvement:**
   o Identify opportunities to streamline data collection and reporting processes.
   o Implement automation where possible to improve efficiency and reduce errors.
6. **Compliance & Security:**
   o Ensure all data handling practices comply with company policies and relevant regulations.
   o Maintain the confidentiality and security of sensitive data.

Qualifications:

- **Education:** Bachelor's degree in Data Science, Statistics, Information Technology, or a related field.

- **Experience:**
    - 2-3 years of experience in data analysis or a related field.
    - Experience with data visualization tools.

- **Skills:**
    - Strong analytical and problem-solving skills.
    - Excellent written and verbal communication skills.
    - Proficiency in Microsoft Excel and other data analysis tools.
    - Attention to detail and a commitment to data accuracy.

Preferred Qualifications:

- Experience in a specific industry (e.g., healthcare, finance).
- Advanced skills in statistical analysis or programming languages (e.g., Python, R).
- Experience with big data tools and platforms.

Work Environment:

- Environmentally controlled medical office environment
- Fast paced environment with occasional high pressure or emergent situations
- Work hours subject to office needs to ensure coverage during all hours of operation
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public

Physical Demands:

- Frequent sitting, writing, typing, grasping and speaking
- Occasional standing, walking, reaching, bending, stooping, lifting and carrying
- Lifting, carrying, pushing and pulling up to 50 pounds
- Frequent use of computer, keyboard, copy and fax machine and phone
- Occasional evening and weekend work and some travel

CHP has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the team member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors, managers, directors, or officers as deemed appropriate. This document does not represent a contract of employment, and CHP reserves the right to change this job description and/or assign tasks for the team member to perform as CHP may deem appropriate.

Team Member Signature: _____   **Date:** _____

Revision Dates: