**Louisiana Primary Care Association**

# **Position Description**

**Position Title:** Data Analyst

Fulltime Exempt

**Supervisor:** Analytics and Research Program Manager

**Position Summary:** The Data Analyst is responsible for managing and coordinating performance data collection, feedback, and reporting for all quality initiatives; engaging members through relevant data reports and comparisons; providing direct support to health centers in data collection, monitoring the completeness and accuracy of reported data, and ensuring compliance with process and outcome measure definitions.

**Responsibilities:**

1. Analyzing and leveraging the collected data
2. Interpreting data
3. Acting as a liaison between clinical and informatics staff teams
4. Developing strategies and best practices to incorporate into future information systems and policies.
5. Manage and coordinate performance data collection, feedback, and reporting for all quality initiatives.
6. Engage members through relevant trend information, data reports and comparisons.
7. Provide direct support to health centers in data collection, monitoring the completeness and accuracy of reported data, and ensuring compliance with process and outcome measure definitions.
8. Develop and manage data collection methodologies for multiple performance measures to meet the deliverables on all grants/contracts.
9. Demonstrate an understanding of reporting requirements for all grants and contracts.
10. Aggregate, analyze, and report health center data collection and reporting processes ensuring timely and accurate delivery of reports.
11. Work collaboratively with all program staff, HIE entities, and solutions staff in communicating needs regarding databases and reporting tools.
12. Develop summary reports and presentations demonstrating performance trends.
13. Maintain knowledge of the Uniform Data Set (UDS) for health centers.
14. Identify and maintain knowledge of state and national benchmark databases including Healthy People 2020, HEDIS, Meaningful Use, PCMH, and HRSA Quality Reporting.
15. Develop and maintain a method to continuously assess a data systems approach for quality of care coordination interventions, which lead to extraction and use of quantitative and qualitative data.
16. Participate in developing reports and/or manuscripts for dissemination and publication.
Coordinate database that houses all LPCA data measures that include those from HRSA PCA grant, and other grants.

By signing and dating below, I agree that I have read this position description, and I have been made aware of the terms and conditions as they relate to my position. I understand, accept, and will comply with the job responsibilities delineated above.

Employee Signature Date

**MINIMUM QUALIFICATIONS**
A master's degree in epidemiology or related field plus one year of professional level experience in epidemiology.

**SUBSTITUTIONS**A master's degree in public health, which included twelve hours in epidemiology, biostatistics, tropical medicine, maternal and child health, occupational health, international health, community health, or any combination, will substitute for the master's degree in epidemiology only.

A master's degree in nursing, a social science, a biological science, or a behavioral science, which included twelve semester hours in epidemiology and/or biostatistics or a combination, will substitute for the master's degree in epidemiology only.

A doctorate degree in epidemiology will substitute for all of the required experience.

**NOTE**
Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies:  the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.