

Data Analyst

Job Description

Purpose of position:

Incumbent works for the Indiana State Trauma Registry at the Indiana State Department of Health on most phases of data analysis, but requires instruction and guidance in other phases. Incumbent reports to the Manager of the Trauma Registry and to the Director, ISDH Division of Trauma and Injury Prevention.

Duties and responsibilities:

- Works with software vendor to ensure that the database is monitored and performing optimally, and with the vendor's help, determines aggregation, partitioning, and indexing strategies for physical data;
- Prepares monthly reports and annual progress reports, in conjunction with the Trauma Registry Manager and Division Director, for submission to the granting agency;
- Works with Trauma Registry Manager and acute care facilities to improve quality, accuracy and timeliness of data submitted to the Registry;
- Applies principles of good ethical and legal practice as they relate to data reports, design and data collection, dissemination and use;
- Ensures that data is appropriately protected via database backup and related strategies;
- Loads, or assists in the loading, of database software and application fixes;
- Works with the Trauma Registry Manager to assist independent researchers to mine Registry data while ensuring patient confidentiality is maintained;
- Provides operational support for the database ensuring data integrity, database availability, and performance;
- Develops integration of database systems through standardized database design techniques;
- Resolves technical problems and troubleshoots data submission errors and data error issues;
- Incorporates interpersonal skills in communication with agency personnel, colleagues, and the public;
- Prepares reports, with the assistance of the Trauma Registry Manager and the Division Director, which assist management in understanding the current hardware/software conditions, performance and future trends and help guide short/long-range planning for changes and additions;
- Integrates EMS Data with the State Trauma Registry;
- Presents data at Conferences and Meetings where needed;
- Performs and documents procedures for data preparation including data cleaning, standardization and analysis;
- Teaches end users how to submit data to the trauma Registry;
- Some travel required;
- Performs related duties as assigned.

Job requirements:

- Knowledge in the technology of both the database management system and the operating system chosen for the data warehouse or data mart;
- Ability to query databases and write programs;
- Previous experience working with health care data bases is preferred;
- Knowledge of relational database and data warehouse design techniques and dimensional modeling processes;
- Knowledge of computer hardware/software capabilities and configurations;
- Knowledge of specialty area(s) of database administration and/or system software such as communication, storage management, operating systems or capacity planning;
- Knowledge of applications development and maintenance;
- Ability to analyze, communicate and recommend future needs and direction for agency's data processing software/hardware environment;
- Ability to work closely with colleagues to identify data-related problems and to provide quality customer service;
- Ability to prepare reports describing and comparing groups by appropriate subgroups such as by race, ethnicity, culture, various backgrounds (including societal, educational and professional), age, gender, religion, disability and sexual orientation;
- Ability to ensure that complex diagnostic, structure, logic, performance and tuning procedures relative to the operating system are performed;
- Ability to manage multiple projects and priorities;
- Ability to guide and coordinate the work of others;
- Ability to communicate effectively, both orally and in writing;
- Ability to perform advanced logic analysis;
- Ability to manage activities including capacity planning and disaster recovery;
- Ability to teach others how to submit data to a registry;
- Familiarity with SAS and statistical procedures;
- Familiarity with HTML
- Master's degree in Health Informatics, Health Data Analysis/Management, Statistics, Public Health (Epidemiology/Biostatistics), Epidemiology or related field of study;
- Preferred Licensed Paramedic or Nurse

Difficulty of work:

Incumbent uses some judgment in selecting the most pertinent guidelines to follow, but relies on the direction of the Trauma Registry Manager. Work is broad in scope and requires in-depth analysis of multiple variables to fit various circumstances of a medium to complex enterprise-wide system.

Responsibility:

Incumbent works closely with higher-level staff and/or management to outline general objectives and boundaries that incumbent will follow to meet the requirements of the agency. Unusual problems or deviations from guidelines or practice are discussed with the Trauma Registry Manager. Work is reviewed for attainment of objectives and compliance with policy and practice.

Personal work relationships:

Incumbent works primarily with personnel from within the agency. Contacts are for the purpose of informing, gathering information and interpreting that information to arrive at appropriate solutions, provide technical expertise and coordinate workflow. Contacts can involve persuading and negotiating to accomplish mission while maintaining good client relations.