



## STRATEGIC DATA ANALYST JOB ANNOUNCEMENT

Santa Cruz Community Health (SCCH) began as a women's health collective in 1974 with the mission to improve the health of our patients and the community and advocate the feminist goals of social, political, and economic equality. Now, more than 45 years later, we serve that same mission as a nonprofit Federally Qualified Health Center operating two separate sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serving women and children; and the East Cliff Family Health Center in Live Oak, serving everyone.

SCCH has a diverse patient population and an engaging and friendly work environment. Our caring and committed staff works as a team to fulfill our mission so that all our patients have access to comprehensive, quality health care.

### POSITION SUMMARY:

The Strategic Data Analyst supports the organization's goal of improving patient safety, patient experience, quality of care, health equity, and overall healthcare costs by running data on clinical, financial, and operational aspects of the health center. The data is also used for quality improvement and practice transformation work to ensure maintenance of Patient Centered Medical Home (PCMH) recognition.

The Strategic Data Analyst executes daily, weekly, monthly, and quarterly reports using BridgeIT, SQL, R Studio and/or Tableau. This includes recurring reports for internal and external stakeholders as well as daily ad hoc reports requested by individual staff members or committees.

The Strategic Data Analyst also tests and writes specifications for new or edited related database modifications and upgrades, as directed. This position develops and maintains training documents in collaboration with the Data Manager and provides training to staff regarding available data.

**Reports to:** Data Manager

**Classification:** Full-time, Exempt

**Location:** Administration/Remote

**Hours:** 8:00AM-5:00PM

### CORE JOB RESPONSIBILITIES:

#### ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Creates interactive reports and modifies code using various tools such as R Studio, Tableau, and SQL.
- Extracts data from existing databases in support of strategic goals, performance improvement, grants and converts to useable dashboards accessible by all staff.
- Executes the work plan of reports to run daily, weekly, monthly, quarterly, or yearly.  
*e.g. dashboards, UDS, OSHPD*



- Documents methodology to allow for better understanding of dashboard architecture, data schema, formulas and predicative analytic algorithms used in reports.
- Works closely with leadership, risk committees, and QI team to ensure data integrity.
- Tracks departmental metrics to create and provide monthly data reports.
- Collaborates with Health Information Technology Specialist to identify shared fields or updates with used systems.
- Participates in team-focused meetings on optimization and data quality improvement opportunities.
- Promote discussions about data at the care team level.
- Audits validity of data in systems through running alternative reports, checking against trends, and comparisons with other specified mechanisms to ensure data is free of defects and not incomplete.
- Works with site and clinical support managers to maximize quality of data collection.
- Produces informative reports and trains staff in developing reports (informatics).
- Stays informed and familiar with updates in existing technology and training tools.
- Assists Data Manager in upgrade/transition to new platforms supporting data warehousing efforts.
- Assists in implementation of new reporting tools as needed.
- Other duties as assigned.

## COMPETENCIES:

### GENERAL JOB PERFORMANCE STANDARDS:

**KNOWLEDGE OF WORK** - Posses and utilizes knowledge of the job which is essential to perform the specific functions and related work.

**QUANTITY OF WORK** - Accomplishes an appropriate volume of satisfactory work under normal conditions. Ability to produce results.

**QUALITY OF WORK** - Consistently demonstrates accuracy, thoroughness, neatness and dependability to produce work within acceptable standards.

**TIMELINESS** - Completes assignments on or ahead of schedule.

**ABILITY TO LEARN NEW DUTIES** - Interprets, learns and responds to instructions for new situations, procedures or methods.

**JUDGEMENT and COMMON SENSE** - Decisions/actions are sound, including safety awareness.

**COOPERATION** - Willing to work with others toward common goals.

**COMMUNICATIONS** - Demonstrates relevance and clarity of written and oral expression. Effectiveness in exchanging ideas and information.

**INITIATIVE** - Ability to originate, develop or create new ideas or take steps to get things done.

**PROBLEM SOLVING** - Identifies and evaluates alternate solutions and selection of the most appropriate course of action.

**ATTENDANCE and PUNCTUALITY** - Shows daily ability to be at work at scheduled time, including being prepared to work on time after breaks, meal periods, and other authorized absences from work.



## QUALIFICATIONS

### Minimum Requirements:

- Related Bachelor's Degree, or in lieu of a degree, 4+ years of relevant work experience. A combination of education, certification, or relevant work experience may be considered.
- One or more years of experience applying statistical techniques, formulas, and calculations to data.
- One or more years of experience in computer science or technology
- One or more years of hands-on experience with data reporting, analytics, and/or predictive analytics.
- Familiarity with EHR systems, preferably eCW.
- Proficiency in MS Office; Word, Excel, Outlook, PowerPoint, Visio, Teams as demonstrated by previous experience.

### Preferred Qualifications:

- Master's Degree preferred
- Familiarity with UDS, PCMH, MU, MIPS, HEDIS, OSHPD or similar programs.
- Experience with BridgeIT
- Knowledge of data warehousing.
- Experience working in a non-profit healthcare setting desirable, FQHC preferred

## WORK CONDITIONS

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

## SALARY AND BENEFITS:

Competitive compensation & benefits package are available to staff working at least 20 hours per week. Paid time off and paid holidays accrue from date of hire. Employer subsidized group health, dental, vision and life insurance plans the first of the month after 30 days of employment. Automatic 2% enrollment in an Employer sponsored 401K plan with a 2% retirement match.

## APPLICATION PROCESS:

To apply, download our employment application from the [Careers page](#) of our website. Submit application and current resume with letter of interest Human Resources. No phone inquiries, please.

**SANTA CRUZ COMMUNITY HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER  
(W/M/V/D).**