

General Summaries of Duties

The IT Data Analyst is responsible for designing, generating and analyzing ad hoc reports that support Prime Health Services' medical bill reduction products. This role is challenged with improving data quality and consistency and supporting program data requirements by analyzing process controls, creating common vocabulary, and performing root cause analysis. This role serves as the primary point of contact for providing an overview of these findings to the Client Services Team who will share with current and prospective Clients. In addition, the IT Data Analyst must demonstrate a solid understanding of the claims adjudication process and leverage knowledge and experience pertaining to proprietary Prime Health Services (PHS) technologies when creating analysis and recommending courses of action. Reporting to the IT Data Analytics Manager, the IT Data Analyst works collaboratively with Client Services, Sales, Account Management, and other departments as needed/requested.

Essential Job Functions

- Reviews and analyzes processes to ensure data is standardized and handled by authorized roles
- Maintains an understanding of how systems data is utilized and triangulates various aspects of the data into a usable format
- Aggregates data to produce diagnostic reports and predictive analytics
- Identifies data quality issues and establishes internal data quality and auditing standards
- Interprets claims data from various sources and effectively cleans and standardizes data from different sources into a consistent format to facilitate accurate matching and analysis
- Collaborates with application developers and organizational leaders to identify opportunities for process improvement
- Analyzes extracts, transforms, and loads (ETL) processes
- Summarizes results, analyzes data, and presents conclusions to management for review

Education and Experience Qualifications

- Bachelor's Degree in Information Technology, Computer Science, Data Analytics, or related field of study from an accredited college or university is required
- Experience in statistical programming, probability, statistics, data management, and in using analytical and data visualization software is preferred
- An understanding of the claims adjudication process is strongly preferred

Competencies

- Proficiency in basic SQL commands and queries and a strong mathematical aptitude/understanding
- Must be able to successfully work in a collaborative, deadline driven work environment
- Professional, friendly demeanor with excellent written and oral communication skills
- Flexible, adaptable, creative, organized and self-motivated with a strong attention to detail
- Familiarity with Python and other scripting languages

Physical Requirements

The IT Data Analyst is position requires light work (L). Light work is defined as, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly. However this position is typically performed in a seated position with no pulling or pushing or use of leg controls.

Acknowledgement

My signature below acknowledges that I have read the IT Data Analyst job description and agree that I can perform the responsibilities and meet the requirements as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand the job responsibilities and requirements may change at any given time based on organizational or departmental needs.

Employee Signature: (print name _____)	Date:
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