



WORKING TITLE: DATA ANALYST	CLASSIFICATION: DATA ANALYST
DEPARTMENT: HEALTH & HUMAN SERVICES	DIVISION: VARIES
PAY RANGE: OPEU 19	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: February 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Processes and monitors state, federal, and local contracts of a complex nature. Orchestrates communication between various partner agencies as well as HHS staff to ensure effective delivery of services to clients. Compiles, verifies, analyzes, and reports data contained in the Health and Human Services electronic medical record. May also reconcile budgeted or planned details with actual contract payments, data reporting, and related activities. Collaborates with HHS Division Managers to ensure compliance with contract specifications and new contracts or contract modifications are accurately reflected in budgets, payment mechanisms, and data reporting.

SUPERVISION RECEIVED:

Works under direct supervision of the HHS Business Services Manager. Works independently to complete the expected tasks of the position, conferring with the Business Manager for professional advice, direction, and review. Takes requests from Division Managers.

SUPERVISION EXERCISED:

No formal supervision is required of this position. However, the position provides occasional guidance and training to other members of the Business Services team where staff enter information into MMIS, Raintree, or other management information systems required for HHS operations.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Acts as coordinator between HHS divisions, state agencies, and other provider agencies to implement various business aspects of HHS contracts.
- Represents HHS Department in various communications and meetings related to assigned contracts.
- Performs database administrator functions with MMIS, Express, etc. with support from IS Department as needed.
- Performs review of County general ledger activity to implement or review various contracts for HHS.
- Provides job assignment duties and training for other HHS staff using MMIS, Raintree or other database applications used to implement HHS efforts.
- Represents HHS in various meetings or activities by collaborating with staff of State or partner agencies as well as HHS Business Services.
- Collects and verifies data.
- Performs other related duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Basic statistical concepts, models and procedures.
- HHS Department's programs and functions.
- Department policies related to work responsibilities.
- Confidentiality rules, especially those specific to program area.

SKILL IN:

- Reviewing data and information to develop and evaluate options and implement solutions to complex problems.
- Organizing material and documents.
- Developing and maintaining appropriate, relevant professional relationships.
- Writing clear, concise, and accurate reports and maintaining supporting documentation.
- Communicating effectively, both orally and in writing, to individuals or groups.

ABILITY TO:

- Develop and work in complex spreadsheets, databases, and other computer applications.
- Execute, develop, and monitor complex contracts with state and partner agencies.
- Communicate effectively, both verbally and in writing, as appropriate for the needs of the audience.
- Create accurate and concise reports.
- Solve complex problems using various computer applications and synthesize the information into readable material for HHS staff and partner agencies.
- Utilize database programs, query capabilities, perform data transfers, extract and prepare data between applications and/or other mediums.
- Offer objective feedback to staff in both higher and lower classifications.
- Maintain accurate and complete records throughout the statutorily mandated retention period
- Work professionally and collaboratively with partner agencies.
- Work well in a team environment.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Three years' experience in data analysis, reporting, and decision support, including demonstrated proficiency with analytical software is required. College level course work or training in public/business administration, statistics, accounting, or related field is required. Associate's or bachelor's degree preferred. Any satisfactory combination of experience or training which ensures the ability to do the job will be considered.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

Must not be excluded from participation in federal health care or federally funded programs that provide health benefits and must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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 individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.