

Job Description	Data and Planning Analyst
Reports to	Executive Director
Employment Status	Full time exempt
Date last reviewed	August 2022
Approved by	CFO and ED

General Description: This position is responsible for analytic design, evaluation, and display associated with the large data sets maintained by the CalEQRO contract. This position works closely with the Clinical Quality Strategist(s) and data programmers to recommend or implement improved metrics or data display for statewide or county-specific data. This may include maintenance of the data associated with the current DHCS focus study and any other future data-intensive studies. This position may also participate in the support and development of projects, including goals, objectives, policies and priorities for the project.

Essential Job Responsibilities and Duties:

- Collect, compile, analyze and report statistical information related to program and administrative matters.
- Plan, develop, monitor, display and/or evaluate various data sets.
- Provide subject matter consultation to other CalEQRO staff to improve overall
- Work closely with Clinical Quality Strategist(s) and CalEQRO SAS programmers to optimize use of available data.
- Maintain or develop data sets that will position BHC for grant applications that will expand the organization.
- Assist with annual aggregate and individual report data production.
- Maintain diplomatic professional relationships with internal and external colleagues and stakeholders.
- Develop written policies and procedures to improve consistency across the CalEQRO programs.
- Other duties or special projects as required by business needs.
- Maintain confidentiality of information.
- Maintain accurate records and document actions taken.

- Communicate orally and in written format to interact in situations requiring instructional, persuasive, or consultative strategies.

Minimum Education and Qualification Requirements:

- Master's Degree or doctorate in Social Work, Psychology, Public Health, Public Administration, Business Administration, or other related field that emphasizes specialty mental health and substance use disorder treatment is preferred. A bachelor's degree in one of the related fields is required.
- Accreditation in health care quality improvement, quality review, or performance management (examples include HEDIS certification, CPHQ, LEAN, Six Sigma, etc.) is preferred.
- At least 5 years experience in data analytic, planning or related functions.

Knowledge and Skills:

- Advanced level knowledge of Microsoft Excel and other programs for data display analysis or display.
- Analytic techniques including data collection and presentation methods.
- Ability to identify opportunities to improve analytic practices.
- Advanced level knowledge of Microsoft Word.
- Knowledge of federal and state requirements of an External Quality Review Organization, specifically as apply to required or proposed Performance Measures
- Excellent interpersonal, organizational, communication, critical thinking, and writing skills
- Ability to multitask and work with multiple deadlines daily and weekly.
- A commitment to diversity in behavioral health services, providing culturally and linguistically appropriate related data.
- A commitment to using data in the support of integration of mental health services, substance use disorder services, and medical care.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization as directed by the management of the company.

I have read and received a copy of this job description.

Employee signature: _____

Date Signed: _____