Systems Integration Project Opportunity
Data Analyst

Summary (Exempt)

The Monroe County Systems Integration Project (SIP) is a community-driven initiative that began in 2017, and is focused on the transformation of the service delivery system that extends across Monroe County's health, human services, education, and public sectors. SIP's deliverables include a person-centered, service delivery model supported by an integrated Data Ecosystem, and a system-wide measurement model that drives shared accountability for the improved health and well-being of Monroe County residents. The benefits that will be realized when SIP's work is complete include:

- Individuals and families will be more empowered to advocate for their health and well-being.
- Information will be shared thoughtfully and confidentially so care teams can better respond to an individual's needs more holistically.
- Community trends will be better identified to shape programs and responses that best fit our community's unique needs.
- Services and programs will be more aligned and coordinated across all aspects of our community.
- Investments in our community will be better spent allowing more individuals and organizations in our community to thrive.

SIP is seeking a Data Analyst responsible for assisting SIP's Delivery and Engagement teams in building and maintaining a SIP Data Ecosystem in collaboration with a dedicated group of stakeholders. This role is responsible for assisting the teams with framing business and industry-related questions, utilizing various data sources to support the project's inputs, outputs, outcomes, and sustainability measurement model. The Data Analyst will consume and analyze a large amount of data while maintaining a high degree of attention to detail, as data integrity is critical for decision-making.

The Data Analyst reports to the SIP Data Governance and Operations Lead.

This is a grant-funded position. Employment is through the fiscal agent, United Way of Greater Rochester and the Finger Lakes.

Essential Functions

- Responsible for developing, implementing, and maintaining the shared language of the SIP Data Ecosystem
- Responsible for identification, mapping, management, and continuous quality improvement of the SIP Data Ecosystem's minimum data set
- Collaborates with provider organizations and the Project's Technical Lead to acquire prioritized data sets to generate risk profiles and implement measurement protocols
- Responsible for the terminology and knowledge management and the application of data analysis techniques to continuously improve the SIP Data Ecosystem solution
- Supports integrated service delivery through acquisition and analysis of the minimum data set and a change management process to drive the implementation and improvement of the shared language
- Assists stakeholders with answering business questions with data; prescriptive and descriptive
- Translates data and insights into meaningful and actionable recommendations
- Develops dashboards and reports for monitoring performance
- Defines and maintains community will through facilitation and consensus building
- Manages and staffs the Shared Accountability Workgroup.

Support Functions

Data Analyst Support for SIP Delivery Team
- Support Data Governance and Operations by designing, implementing, and monitoring data integration processes for external data sources.
- Support Integrated Service Delivery (ISD) through acquisition and analysis of the minimum data set and a change management process to drive the implementation and improvement of the shared language terminology
- Support Project Leadership team by documenting, discussing, seeking answers and resolutions to issues, risks, and decisions
- Support Sr. Project Manager in annual project planning and goal setting process and monitoring team's progress against plan/goals; manage bi-annual reporting of Project's Key Performance Indicators (KPIs); assist with sustainability measurement model

Promote SIP Culture competency and awareness
- Ensure SIP activities and actions reflect SIP cultural priorities: Be Transparent, Be Accountable, Be Community Focused, Be Agile, and Be Respectful and Listen.
- Foster trust, shared accountability, and transparency across the project and drive progress towards completion of project milestones

Perform Other Duties as Assigned

Competencies and Skills
- Demonstrated experience in gathering requirements and assessment of requirements to both technical and business applications
- Strong organization, analytical, and critical thinking skills and attention to details
- Understand best practices and methods for quantitative and qualitative testing
- Strong verbal and communication skills; ability to paint a compelling narrative with data
- Familiar with data analysis methods to answer analytical questions
- Ability to summarize key findings into clear and actionable recommendations
- Experience and passion for facilitating groups through various types of discussions including planning and status meetings, issues management, and consensus-building sessions
- Ability to think and problem solve at a systems level, as opposed to only on a program or organizational delivery level (e.g., identify strategies focused on increasing coordination or filling gaps in service)
- Proactive, curious, positive, and collaborative
- A self-starter who can work both independently, with minimal guidance, and as part of a team
- Ability to work within a fast paced, startup environment
- Excellent written and presentation skills with the ability to effectively communicate with senior management
- Business Acumen
- Strong analytical skills
- Ability to lead and influence others without a direct reporting relationship
- Dedication to improving outcomes for community members
- Experience working with stakeholder groups that are diverse in their culture, ethnicity, socio-economic status, and other experiences

What a candidate will bring to SIP
- Belief in advancing a just and equitable society with a specific focus on racial justice
- Demonstrate accountability and integrity in managing multiple priorities and meeting deadlines
- Enthusiastic, reliable, with a let's get it done attitude in completing initiatives

Supervisory Responsibility

This position does not have supervisory responsibility

Travel

Travel is primarily local during the business day

Education and Experience

Required Education and Experience
- Bachelor's Degree in a related field with at least five years of experience working as a data analyst or demonstrated ability to perform job responsibilities with an equivalent combination of education and/or relevant experience
- Experience with Excel, R, SQL, and or Python.
- Strong computer skills, including proficiency with MS Office Suite, Visio, or other process mapping software
- Experience working with large data sets
- Experience leading and working on teams

Preferred Education and Experience
- Master's Degree in Computer Science, Applied Math, or other related fields
- Scrum agile experience preferred

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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