

## Health Informatics Analyst

**Classification:** Exempt  
**Reports To:** Director of Products  
**Date Created:** 9/15/2016

### **JOB DESCRIPTION**

#### **Summary/Objective**

Advise and execute the vision for MyHealth analytics products and services with MyHealth leadership.

#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work closely with leadership to advise upon and execute the vision for MyHealth analytics products and services.
2. Work with client services representatives to gather and interpret requests from clients and MyHealth governance processes for analytics and reporting products.
3. Support client services, interface team, privacy and security, and leadership with technical analytic and data management and presentation needs.
4. Facilitate the organization and delivery of analytics products to clients and internal end users.
5. Support the delivery of data and services in response to analytics requests.
6. Coordinate efforts with vendors as required, representing MyHealth perspective and priorities.

#### **Competencies:**

1. Analytical Approach to Problem Solving
2. Very proficient with applicable software (see below)
3. Collaboration/teamwork skills
4. Organizational skills
5. Communication proficiency
6. Time management
7. Effective written and spoken communications
8. Facilitation skills

#### **Supervisory Responsibility**

Chief Medical Officer or equivalent

**Software**

MS office, databases, SQL (language), Tableau, HTML

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is required to lift a maximum of 30 pounds.

**Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9:00 a.m. to 5 p.m. and must work 40 hours each week to maintain full-time status.

**Travel**

Occasional travel may be required in support of customers, primarily local and statewide.

**AAP/EEO Statement**

MyHealth expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status.

**Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. The following are always expected:

- Comply with employee handbook
- Be prompt and on time
- Communicate clearly
- Treat others with respect
- Maintain confidentiality where appropriate
- Be honest and open with questions, concerns and feedback for others

**Signatures**

This job description has been approved by all levels of management:

**Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**HR** \_\_\_\_\_ **Date** \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_