

MyHealth Job Description

Desk Title: Informatics Analyst – Programs
Position reports to: Program Director (Birth Through Eight Strategy for Tulsa – BEST)
Date: November 30, 2017

Position Summary (Purpose of job):

Reporting to MyHealth's Program Director, the Informatics Analyst role will be part of a cross-functional team responsible for successfully utilizing MyHealth's suite of analytics products and services to support in the delivery of one or more of strategic community projects within the Birth Through Eight Strategy for Tulsa. The program, referred to as BEST, represents an exciting opportunity for Tulsa that is funded by the George Kaiser Family Foundation (GKFF) and Blue Meridian Partners. This strategy is a comprehensive, continuous, and integrated approach that focuses on families to help break the cycle of intergenerational poverty for their children. Programs and services, community agencies and philanthropies are partnering with Tulsa's families to build a cycle of opportunity.

The MyHealth Informatics Analyst position will initially focus on a project to design and deliver an integrated data ecosystem for the early childhood domain. BEST program performance will benefit with access to improved family data. The Informatics Analyst role will gather and interpret data requests, present expected impacts to governance oversight, complete privacy and security reviews, design and deliver performance reporting, coordinate with any required vendors representing MyHealth perspectives and priorities.

The position will specifically be responsible for data analytics, stakeholder management and communications and strategic consulting/ problem solving.

Key Informatics Analyst Responsibilities:

1.	Analytics: Manage capture and review of data requests within program. Utilize capability to support review of requests(s). Support assessment and delivery of data requests.	60%
2.	Assessment: Manage assessment of business and technology needs in support of the Community data community goals. Detail requirements to ensure comprehensive development of business needs. Derive understanding and identify improvement opportunities based on data requested, data delivered and feasible next steps.	30%
3.	Communicate: Synthesize key takeaways and summarize relevant content for diverse sets of business stakeholders. Develop presentations to inform stakeholder activities and to aid in prioritization and decision-making.	10%
		100%

Minimum Job Qualifications:

Education/Training –

- BA/ BS required, preferably in a business, engineering or technical discipline

Business Experience –

- Five years of statistics, financial modeling with leading companies
- Possess analytics and structured problem solving skills set
- "Self-starter" attitude with the ability to excel in dynamic team-based work environment
- Adept at managing multiple priorities and setting and delivering expectations with business customers
- Strong communication (listening, oral and written) and facilitation skill set
- Strong executive presentation skill set, including ability to develop and deliver executive-level presentations
- Experience in a health care, education or social services preferred
- Demonstrates commitment to BEST mission and program objectives

Specialized Knowledge/Skills –

- PC Skills: Expertise in Microsoft Office Tools (Excel, Word, PowerPoint, Project, Visio), Databases, SQL (language), Tableau (Reporting), HTML

Working Conditions:

Environment (Office, warehouse, etc.) –

- Normal office environment that is well lit and well ventilated
- Travel required: Regular travel not expected.

Physical Requirements (Lifting, standing, etc.) –

- Typical office work

(This description is general in nature and is not intended to be an exhaustive list of all responsibilities. Other duties may be assigned as needed to meet company goals.)