HEALTH DATA ANALYST

The Health Plan of San Mateo (HPSM), a managed care health plan, seeks a full time Health Data Analyst to plan and evaluate activities through the design and development of reports and the analysis and interpretation of data. This includes the development of database tools, data analysis to evaluate the effectiveness of HPSM quality studies and programs, and provision of data support for various programs and ad hoc reports.

The essential duties and responsibilities will include the following:

- Develop and maintain databases for use in data analysis and tracking.
- Perform data cleaning, extraction, processing, storage, manipulation, and analyses.
- Build and maintain SAS/SQL programming codes written by self and others.
- Perform validation procedures to ensure data quality.
- Maintain detailed documentation of programming and analyses.
- Produce tables, graphs, and charts for reports and presentation.
- Communicate project results to managers and various users.
- Design and develop relational databases for collecting data and create data collection screens.
- Participate in decisions regarding study design, data collection, and data analysis.
- Analyze data with statistical methods.
- Interpret results and provide written summaries of analyses.
- Support other information and data needs and assist in developing technical solutions.
- Perform other duties as assigned

Requirements

Education and Experience: Bachelor's degree in Computer Science or Business Administration or related field with emphasis on computer systems/information, required. Two (2) years' experience in SAS/Base programming, required. Experience with database management (MS Access preferred), spreadsheets, relational databases, and health care claims processing system.   Clinical background is a plus.

Knowledge of: Personal computers and proficiency in Microsoft Office Suite applications, including Outlook, Word, Excel, Access and PowerPoint. Basic statistical concepts, models, and procedures. Health data codes and strong knowledge of Medi-Cal and/or Medicare highly preferred.

Ability to: Work cooperatively with others. Work as part of a team and support team decisions. Adapt to changes in requirements/priorities for daily and specialized tasks. Analyze data and create reports. Organize work, manage time, and meet deadlines. Communicate clearly, both verbally and in writing. Effectively interact with internal and external contacts.

Compensation and Benefits

Starting Compensation Range: - Depending on Experience

Benefits Information: Excellent benefits package offered, including HPSM paid premiums for employee's Medical, Dental and Vision coverage. Employee pays a small portion of the dependent premiums (5%) for medical and dental benefits. Additional HPSM benefits include fully paid life, AD&D, and LTD insurance; retirement plan (HPSM contributes equivalent of 10% of annual compensation); holiday and vacation pay; tuition reimbursement plan; onsite fitness center and more.

How to Apply

Application Process: To apply, submit a resume and cover letter with salary expectations to: Health Plan of San Mateo, Human Resources Department, 801 Gateway Blvd., Suite 100, South San Francisco, CA 94080 or via email: careers@hpsm.org or via fax: (650) 616-8039. **File by: Continuous until filled.** The Health Plan of San Mateo is proud to be an Equal Opportunity Employer and encourages minority candidates of all backgrounds to apply.

Submissions without a Cover Letter and Salary Expectations may not be considered.