



KAISER PERMANENTE®

**Consulting Data Analyst/ Sr. Consulting Data Analyst (#3/3)
Job Family: Information Technology**

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| Requisition ID: RE.0801330 | Internal Post Date: 06/12/2008 | Internal Post Expiration: 06/11/2010 |
| Public Department Description: Division of Research | Facility Name: Regional Office | Work Location: 2000 Broadway, Oakland 94612 |
| Position Type: FT or PT | Scheduled Hrs per Week: 20-40 | Shift: Day |
| Working Hours (Start): See schedule below | Working Hours (End): See schedule below | Work Days: See schedule below |
| Job Code: 924806 | Grade/Salary Range: | Employee Group: Salaried Employees |
| Division: Regional Offices | EEO Category: 2F - IT/Systems/PC-LAN Professional | AAP Goal: No Goal |
| Entity/Loc Code/Cost Center: 1.015.9140 | Replacement? Addition | Replacement Name: |
| Hiring Manager: Paula Ray | ERAP: N | Recruiter: Chris Jones |

Qualifications:

This position supports Kaiser Permanente's code of conduct and compliance by adhering to all laws and regulations, accreditation and Licensure requirements, and internal policies and procedures. Kaiser Permanente is proud to be an equal opportunity/affirmative action employer.

DEPARTMENT: DIVISION OF RESEARCH

SCHEDULE: Part-time/Full-Time Regular; 20-40 hours per week; Day shift; Scheduled day and time are contingent on departmental needs.

This position is expected to continue for 2 years work or pending continuation of grant/contract funding.

EDUCATION/CERTIFICATION/LICENSE: Bachelor of Arts degree in economics, finance, health care administration, public health administration, statistics, mathematics, operations research, or related field required, or equivalent work experience in lieu of a degree.

Preferred Master's degree in a health related field.

POSITION SUMMARY:

Under close supervision, this position exists to assist the organization in making strategic data-related decisions by analyzing, manipulating, tracking, internally managing and reporting data. This position functions both as an analyst and as a SAS programmer.

QUALIFICATIONS:

1. At least one year programming in SAS required. Experience with SQL, macros, AF, and SASGRAPH, PROC Report and statistical procedures in SAS preferred.
2. Experience with analytical manipulation and interpretation of large databases preferred.
3. Analytical consulting experience preferred. Project management experience desirable.
4. Experience with MVS/TSO operating systems preferred. Microsoft Office skills required.
5. Strong ability to apply analytic and critical thinking skills, writing skills, communication skills, consulting skills, and ability to work within a team. Must be an independent self-starter.

Must be able to work in a Labor/Management Partnership environment.

SKILLS TESTING: N/A.

DUTIES:

1. Designs and enhances databases. Designs menu systems that are effective and user-friendly. Develops reports with accurate, easy to read, useful information. Designs and generates tracking and monitoring tools.
2. Participates in the development of outcomes and process measures, including technical specifications, to enable population measurement, guideline implementation, and evaluation.
3. Maintains complex statistical SAS routines using macros, vendor software, and software written by self and others. Tests and maintains data integrity.

Consistently supports compliance and the Principles of Responsibility (Kaiser Permanente's Code of Conduct) by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licenser requirements (if applicable), and Kaiser Permanente's policies and procedures.

Kaiser Permanente conducts compensation reviews of positions on a routine basis. At any time, Kaiser Permanente reserves the right to reevaluate and change job descriptions, or to change such positions from salaried to hourly pay status. Such changes are generally implemented only after notice is given to affected employees.

OTHER DUTIES:

Assist data manager and investigators at the Division of Research with data analysis and data management for large, high profile pediatric and adult vaccine studies that have direct and immediate impact on public health and policy. Develop and maintain moderate to very large sized research databases for use in data analysis and tracking, including data cleaning and editing responsibilities. Data management and analytic responsibilities require linkage of multiple large databases and the development and maintenance of moderate to very large sized research databases for use in data analysis and tracking. Produce graphs and tables for reports, presentations and publication. Carefully document all programs, data sets and analyses.