

Job Title:	Business Analyst	Reports To:	Deputy Director/Chief Informatics Officer
Location:	Chicago (Remote or Hybrid Position)	Travel Required:	
Level/Salary Range:		Level/Salary Range:	Exempt
HR Contact:	Claudria Hurt	Posting Date:	02/10/2023
External Posting URL:			
Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line: Business Analyst			

Job Description:
<p>Position Overview:</p> <p>The Data Warehouse Business Analyst position within AllianceChicago is a customer facing role designed to assess and document the data and analytic needs from data warehouse users and stakeholders. This position provides an important bridge in development of consistent, reliable, high-quality analytics and the creation of new products to serve the end user and stakeholder needs. Executes change control process to alter base-line deliverables and scope for projects of low to moderate complexity, escalates requests for deviations from process when necessary and assists with project initiation or planning for projects of low to moderate complexity.</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Transition business requirements into feature maps and project backlogs required to define the scope of application development efforts. • Maintains a deep knowledge of the data produced and consumed by the clinicians, health center staff, health center administrators, researchers, funders and government entities who are the consumers of reports from the AllianceChicago data warehouse (ACDW) • Meets with end users of the ACDW including health center staff, researchers, and external stakeholders to gather salient features to create report and data display needs and produce technical requirements documents • Functions as the bridge between the user community and the DW team members who create reports, raw data outputs, analytics, and dashboards to support health center data requests, research requests, and grant reporting requirements. • Understands the significance of the data, assures accuracy and timeliness reporting • Works with the ACDW Project Manager/Scrum Master to schedule data requests, document needs/requirements, and communicate timeline for key deliverables • Works with the ACDW Developers to assure that user needs are documented sufficiently for the ACDW Developer's needs, and to learn available report forms and features that can be offered to end users. • Works with the ACDW team toward the goal of consistency across all report forms through the development of standardized disease, cohort, medication, and other measures • Works with the ACDW Team to assure ACDW output is validated and provided in alignment with data requested • Works with the clinical, informatics, and data teams to develop standardized clinical data into normalized and standardized formats • Continually assesses Data Requests processes and recommends changes or opportunities for improvement • Supports the development of Scopes of Work related to data reporting, creating solutions to client needs and proposing new products and services <p>Other Requirements:</p> <ul style="list-style-type: none"> • Ability to work and communicate effectively with individuals of diverse backgrounds and educational levels • Ability to function in a collaborative and collegial environment as a team player.

- Ability to work in variety of settings
- Detail oriented; highly organized; ability to prioritize and set expectations
- Ability to generate trust and build alliances with coworkers
- Strong technical writing skills and written communications skills
- Familiarity with clinical data
- Strong analytic skills
- Experience working in a fast-paced environment with demonstrated ability to multi-task daily preferred.

Education:

- Bachelor Level preparation in computer, mathematical, information sciences or equivalent training – Master Level Preferred

Experience/Years:

- Experience with relational databases and data mining
- Knowledge of standardized terminology used in healthcare informatics (e.g. SNOMEND, LOINC, ICD10, CPT, etc.)
- Electronic Health Record (e.g. Epic, Athena, Intergy) experience is a plus
- Familiarity with the Microsoft BI Stack which includes SSRS, SSAS, SSIS, Power View, Power BI, and Excel.
- Experience with SQL preferred
- At least five years of experience working with clinical data from ambulatory care or inpatient setting is helpful
- Familiarity with data security/privacy, HIPAA, IRB, and human subjects' protection requirements
- Prior experience with Health Catalyst platform is a plus

Working Conditions:

- General office setting, extensive telephone and desk work at computer terminal
- May be required to lift, carry, bend, reach and stand with parcels up to 25 lbs.
- Will work in a close multidisciplinary team environment
- May interface with clients in various settings and may be working during on-site visits in clinical environments where medical equipment, chemicals and where communicable diseases and certain pathogens are present.

ORGANIZATIONAL OVERVIEW:

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

ADA Statement: The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

EEO Statement: AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.