



**Agency:** Patient Safety Authority (83)

**Job Title:** Data Analyst

**Type of Job:** Non-civil service/Management

**Type Position:** Perm/FT

**Work Hours:** 8:00 a.m. – 4:30 p.m.

**Work Location:** Remote

**Reports to:** Dir. of Innovation & Strategic Partnerships

**Supervisor Position:** N

***The Commonwealth of Pennsylvania, Patient Safety Authority is proud to be an equal opportunity employer supporting workplace diversity.***

## **JOB DESCRIPTION**

### **Summary/Objective:**

The Data Analyst helps the Authority to improve patient safety in Pennsylvania by collecting, processing, and performing statistical analysis of patient safety data.

### **Essential Functions:**

1. Actively support and promote the Authority's mission, vision, and programs.
2. Perform data uploads, validation, and maintenance, and run reports.
3. Develop technical design and SQL code and formulate codes to calculate mathematical computations. Write SQL queries to pull data for analysis and reports.
4. Test codes and perform data analytics to ensure data and report accuracy.
5. Assist with designing and producing Excel charts and pivot tables based on query results.
6. Utilize statistical software (SAS) to mine and analyze data.
7. Use statistical measures including SIR, P values, standard deviation, and odds ratio.
8. Assess the quality and statistical validity of research presented for publication in the Authority's peer-reviewed journal.
9. Assist with writing statistical analyses and methods for Authority publications.
10. Serve as a resource for Pennsylvania healthcare facilities as needed and as assigned.
11. Collaborate with contractors and local/state/federal departments as needed.
12. Maintain, develop, and submit documents and reports as required by requested deadlines.
13. Perform related work and carry out other responsibilities that serve the objectives of the Authority as assigned.

### **Standard Competencies:**

1. Learning orientation
2. Organizational skills
3. Thoroughness
4. Teamwork orientation
5. Collaboration skills
6. Communication proficiency (verbal and written)
7. Staff/Client focus
8. Discretion



### **Minimum Experience/Training:**

1. Bachelor's degree in health or analytics-related field required; Master's or Ph.D. preferred.
2. Health care experience preferred.
3. Strong knowledge and advanced proficiency in SQL databases, writing complex SQL queries, and Excel.
4. Knowledge and experience in SAS operating systems and language, SAS Visual Analytics design, and other business intelligence, statistical, data mining, text analysis, and analytic systems.

### **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 and hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. At times, this job may require lifting boxes of materials, computer/audio-visual equipment and transported via a handcart.

### **Hours of Work:**

Some flexibility of hours is allowed, but the employee must work 37.5 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

### **Travel:**

Occasional day travel is required. Some out-of-area and overnight travel may be expected.

### **Other Duties:**

Please note 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.