

## Data Analyst II Job Description

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<b>Department:</b>	Accounting & Analytics	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Director of Reporting and Analytics	<b>Position Type:</b>	Full-time
<b>Location:</b>	Milwaukee, WI	<b>Travel Required:</b>	5%
<b>Approved By:</b>	Chief Financial & Analytics Officer	<b>Approved Date:</b>	September 25, 2020

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### Position Summary

Under limited supervision, this position is responsible for designing, creating and executing analytical products including standard reporting, custom reporting, import/export data files and simulation models. Works with staff to produce routine and non-routine reports that provide valuable insight for all areas of the business to enable continuous business improvements with current practices, products, and services.

### Essential Functions and Responsibilities

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.*

1. Work with business users and decision makers at various levels within the organization to understand business data needs and translate them into reporting solutions. Develop and execute standard and custom reports and data files using AS/400 and MS SQL Server data query tools and provide to users.
2. Interpret routine and non-routine data and analyze results using statistical techniques and provide ongoing reports. Identify, analyze, and interpret trends or patterns in more complex data sets.
3. Work closely with management to prioritize business and information needs. Support corporate initiatives and projects related to data requests and analytical products. Submit routine and non-routine reports to internal staff and executive team as requested. Devote up to 10% of time providing quality management reporting for the mail service pharmacy.
4. Initially validate results to ensure data integrity of the reports and/or files produced.
5. Work with internal customers on custom data reporting and file requests to define requirements, create queries to meet requirements, conduct testing, and any import/export processes. Establish and document report data formatting, delivery methods, and maintenance procedures.
6. Work with clients to establish eligibility data exchange and write data mapping specifications for custom file layouts. This includes testing eligibility data files with vendor, defining profiles, and documenting procedures.
7. Train internal and external users on reporting tools and provide ongoing support. Work with external customers and system vendors to coordinate data file transfers.
8. May direct the work of other lower level professionals or manage processes and programs.
9. Build knowledge of the organization, processes and customers. Solve a range of straightforward problems. Analyze possible solutions using standard procedures. Receives a moderate level of guidance and direction. Problems faced are difficult and sometimes complex.
10. Complete other duties as assigned.

**Qualifications**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience**

- Bachelor's degree in Information Technology, Mathematics, and/or Statistics or equivalent combination of education and experience.
- Minimum of three years of previous related experience such as authoring SQL queries and using report writing tools with SSRS experience.
- Prior pharmacy/medical claim data reporting and analysis. (preferred)

**Competencies**

- Adaptable to change and able to work independently and as part of a team.
- Solid knowledge of data modeling, database design, and data mining.
- Strong problem analysis skills to include the use of mathematical concepts to validate results.
- Strong analytical skills with the ability to collect, organize, disseminate, and present significant amounts of information with an attention to detail and accuracy.
- Proficient with Microsoft Office Professional.
- Clear and concise communication with strong written and verbal communication skills.
- Ability to interact with all levels of internal and external business partners.
- Manage and prioritize work effectively with minimal supervision.

**Physical Demands**

- Occasionally lifts/pulls/carries up to 25 pounds.
- Frequently required to stand, sit, talk and hear, and use hands to handle, or touch objects or controls.
- On occasion the incumbent may be required to stoop, bend, kneel, or reach above the shoulders.
- Operate typical office equipment such as a computer, telephone, copy machine, etc.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Regular mental demands such as comprehension, reasoning, decision making, and strong math skills.
- Some travel required.

*The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Working Environment**

- Continuous work in an office setting with moderate noise exposure.

*The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.