



**Title: Data Analyst**

**Reports to: Senior Applications Manager**

**Classification: Individual Contributor**

**Job description revision number and date: 1.0; 4/14/2023**

Summary:

C3 is a new, 501(c)(3) not-for-profit, Accountable Care Organization (ACO) governed by Federally Qualified Health Centers (FQHCs). Our mission is to leverage the collective strengths of FQHCs to improve the health and wellness of the people we serve. We are a fast-growing organization founded in 2016 with 9 health centers and are now serving hundreds of thousands of beneficiaries who receive primary care at health centers and independent practices across Massachusetts. We are an innovative organization developing new partnerships and programs to improve the health of members and communities and to strengthen our health center partners.

Job Summary

The Data and Reporting Analyst is a key member of the finance and analytics team working closely with the Director of Medical Economics and Performance Analytics, Director of Strategy & Finance, Chief Finance and Strategy Officer (CFO), and other members of the C3 team. The Analyst works collaboratively with all internal departments and with the Company's FQHC partners to support the vision, mission, and strategy of the organization.

The Analyst must be able to analyze and draw accurate conclusions from medical claims and other forms of data; present and discuss findings in writing and verbally to a senior leader audience; and, with limited direction, complete tasks and larger projects. The Analyst must also have a customer-service mentality, recognizing the importance of both internal and external customers.

Responsibilities:

- Query and work with large data sets to produce clear and concise reports on both a production and ad hoc basis for internal and external stakeholders; may assist in processes related to data validation and preparation



- Manage internal data requests including working with requestor to understand needs and effectively explaining results to end users
- Develop and manage end user reporting tools and report distribution to ensure timely availability of standard, ad hoc, and self-serve reporting with appropriate security and safeguards to protect PHI
- Assist in the management of the organization's analytics and reporting process, including agenda setting, scheduling, and the preparation of presentations and analysis that support understanding of total cost of care, program performance, and the potential value of new initiatives
- Project manage new work related to reporting and analytics from project kickoff to completion
- Triage, document, and respond to health center and other stakeholder requests for information on total cost of care and related programs
- Support periodic evaluation of measures on the organization's balanced score card strategy map
- Other duties and projects as assigned

#### Required Skills:

- Experience querying and manipulating large data sets using computational tools; some SQL or similar language required; experience in other tools like SAS, R, or Python is a plus
- Facility in drawing conclusions from messy data sets to support business objectives and presenting distilled findings to leadership
- Proficient in the development of front-end reports and visual displays of information; Excel proficiency required; Tableau/Power BI/Qlik experience, or willingness to learn required
- Ability to take initiative and exercise high degree of initiative, judgement, discretion and decision making to achieve objectives
- Works well with others, understanding different perspectives and finding collaborative ways to get the job done
- Comfortable multi-tasking
- Performs with great integrity and produces accurate work with close attention to detail, especially in the completion of final deliverables to internal and external stakeholders
- Build new capabilities in a new organization; great initiative combined with the knowledge of when to ask for help or guidance
- Experienced with developing models that achieve objectives with minimum required complexity



Desired Other Skills:

- Experience with medical claims and payment methodologies including MassHealth data (or other Medicaid and Medicare data sets)
- Familiarity with clinical and administrative data available in EHRs is highly desirable
- Experience with anti-racism activities and/or lived experience with racism is highly preferred

Qualifications

- Bachelor's degree required; graduate degree in business, economics, statistics, public health, or related fields strongly preferred
- Two or more years of practical experience in health care or analytics is preferred

***\*\* In compliance with Covid-19 Infection Control practices per Mass.gov recommendations, we require all employees to be vaccinated consistent with applicable law. \*\****