



Data Validation/Visualization Analyst

Job Title: Data Validation/Visualization Analyst

Department: Informatics

Reports To: Chief Informatics Officer

FLSA Status: Exempt

SUMMARY: The Data Validation/Visualization Analyst represents a full-time staff position within the California Mental Health Services Authority (CalMHSA). The Data Validation/Visualization Analyst reports to the Chief Informatics Officer. The Data Validation/Visualization Analyst is responsible for validating data using electronic health records and is subject matter expert with technical/functional data analytics.

DUTIES AND RESPONSIBILITIES include but are not limited to:

- Strengthen the organization's data monitoring and validation process to ensure compliance with reporting requirements.
- Works with clinical and non-clinical users to understand reporting needs, and to ensure that data validation of reports align with requirements.
- Help to enhance the utilization of patient mental health data in an effort to improve health outcomes.
- Develop healthcare data analysis visualizations and support data linkages to those visualizations.
- Perform data modeling, database development and management.
- Develop user stories and mockups for data visualization.
- Perform coding and testing of data visualizations using open source or visualization packages.
- Ensures that validated data is implemented through dashboards and various reporting methods.
- Other duties, as assigned.

QUALIFICATIONS –

EDUCATION and/or EXPERIENCE

Requires a Bachelor's Degree in healthcare and/or computer science or experience equivalent and four (4) years of qualifying Healthcare Data Informatics/ Analytics experience or an acceptable equivalent combination of education and experience.



To perform this job successfully, an individual must be able to perform each essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to interpret data, analyze results using statistical techniques, coding languages and provide ongoing reports.
- Working knowledge of healthcare claims data.
- Experience developing healthcare data analysis visualizations and supporting data linkages to those visualizations. Ability to identify, analyze, and interpret trends or patterns in data sets.
- Experience with data modeling and database development and management
- Ability to multi-task, to prioritize work, to take initiative, to meet deadlines of assignments, to be flexible and adaptable and to work well under pressure when faced with fluctuating workloads, pressures of deadlines and competing demands.
- Able to act with a high degree of emotional intelligence.
- Strong communication and management skills.
- Ability to identify confidential and sensitive information and handle with tact and discretion.

COMPUTER SKILLS – Experience with data automation, analysis and visualization using tools such as SAS, Excel, SPSS, SQL, Python, MatLab/R, Qualtrics and Tableau.

Knowledge of graphic and visualization tools such as Adobe Illustrator, Photoshop, InDesign, Tableau, MS Power BI.

LANGUAGE SKILLS and MATHEMATICAL SKILLS - Demonstrate the ability to read, comprehend, and respond appropriately through written or verbal form; demonstrate tactfulness when communicating including internal communication with staff members of all levels; ability to communicate with a variety of audiences effectively. Ability to add, subtract, multiply, and divide in all measure units, using whole numbers, common fractions, and decimals.

REASONING – Demonstrate the ability to effectively apply common sense and follow through to daily tasks; demonstrate the ability to work with little or no supervision; demonstrate excellent analytical skills; demonstrate the ability to efficiently conduct research and ask appropriate probing questions to complete necessary tasks.

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 frequently required to sit and stand; use phone and headset; use hands, arms, fingers to type; answer phones; write; use calculator; demonstrate strength to lift and carry materials weighing up to 10 pounds; demonstrate clear vision to read printed materials and a computer screen;



hearing and speech to communicate in person and over the telephone; and drive a motor vehicle on public roads and highways.

SENSORY DEMANDS - The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering information which requires attention to detail and high levels of accuracy.

MENTAL DEMANDS - There are a number of deadlines associated with this position, which may cause significant pressure. The incumbent must also deal with a wide variety of people on various issues.

REGULAR WORK SCHEDULE – Varies depending on business needs; however, company normal business hours are 8:00am to 5:00pm, Monday – Friday