



Burke Job Posting/Job Description

Position Title

Data Analyst – T.R. – Informatics Department – Provider Administration
Lufkin/Nacogdoches, TX

Position Number

P #1096

General Description

The Data Analyst will provide support to all agency programs. This position will be actively involved in reporting from and support of the current Electronic Health Record (EHR) as well as involvement in the implementation of Burke's new EHR. Primary roles include: Development of dashboards, reports and analysis. Managing and designing the reporting environment, including data sources, security and metadata. Supporting the informatics team in identifying and revising reporting requirements. Supporting initiatives for data integrity and normalization. Assessing, testing, and implementing new and/or upgraded software and assisting with strategic decisions on new systems and/or system updates. Evaluating changes and updates to source production systems. Generating reports from multiple systems. Troubleshooting the reporting database environment and reports. Training end users on EHR operation, new reports, and dashboards. Other duties as assigned.

Education

Required: Bachelor's degree from an accredited college or university.

Preferred: Classroom training/coursework in Microsoft Power BI or other dashboard software.

Experience

Required: Experience and demonstrates proficiency in Microsoft Power BI/Tableau or other dashboard software.

Required: Proficient with Microsoft Excel.

Required: Strong analytical skills with the proven ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.

Preferred: Proven abilities to take initiative and be innovative.

Preferred: Experience with SQL or other database query language.

Licenses/Certifications

Required: Valid Texas driver's license.

Special Requests or Comments

Required: Must have a driving record insurable by Burke's insurance administrator.

Physical Requirements

Required: Sight, hearing, talking, lifting up to 25 pounds, prolonged standing, walking, driving a vehicle, and hand/finger dexterity.

Hours

Monday - Friday; generally, 8:00 a.m. to 5:00 p.m.

However, this position may require occasional after-hours work to complete job responsibilities.

Salary

Negotiable, depending on qualifications and experience.

Travel reimbursement is provided.

Notice to All Prospective Burke Applicants

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.