



Data Manager

Position Description

Position: Data Manager **Date:** 11.02.18
Reports To: Value and Data Director **FLSA Status:** Exempt
Supervision: N/A **Pay Type:** Salary
Hours: 1 FTE

Approved By: Joan Watson-Patko, Executive Director

Date _____

1. Primary Purpose

The Data Manager works with both with internal and external staff, vendors, community partners and other stakeholders related to data-driven grants and initiatives. In partnership with the Network Development Senior Director and Value and Data Director, the Data Manager will also help support work associated with the acquisition and use of data from different partners, local and state agencies. Lastly, the Data Manager also supports the maintenance and development of internal processes related to sharing, acquiring, and storing member data.

2. Essential Duties and Responsibilities (~80% of time)

Grant and Program Management

- In collaboration with the Network Value Team and the Sustainability and Transformation Team, lead a team based process for project management, content development and implementation of face to face events, collaboratives, grants and initiatives primarily focused on analytics and data with OPCA's membership to advance priorities aligned with OPCA's Strategic Plan.
- Stays abreast of metric definitions and specifications that are critical to the programs and projects that they manage.
- In partnership with Value and Data Director, facilitates conversations with OPCA network, including engagement with OPCA's Data Governance Committee, related to identification of data needs, data systems, and development of data strategies.
- Manages processes to assess needs and harvest best practices from Health Centers related to data and Health Information Technology (HIT) implementation and supports the sharing of best practices and other technical assistance across the network.

Member and Partner Engagement

- In partnership with the Value and Data Director, work with external partners, such as OCHIN, CareOregon, and Oregon Health Authority, in accessing mutual member data for the purpose of advancing OPCA and clinic strategic priorities.

- In partnership with Value and Data Director, collaborative with partners and OPCA staff to assess the ways in which this data could be integrated into initiatives, events, and services.
- In partnership with Value and Data Director, collaborates with staff from OCHIN to identify areas of collaboration pertaining to Health Center Controlled Network grant activities.
- Travel to relevant conferences and meetings in order to maintain knowledge of landscape, build partnerships and promote brand awareness within work area.

Program Tracking, Evaluation and Communication

- In partnership with Value and Data Director, design and implement analysis of OPCA and Health Center data for the demonstration of Association and Community Health Center value and make recommendations for strategic improvement.
- In partnership with Value and Data Director and Data Analyst, design analysis, reporting, and visualization of data to communicate complex or detailed information.
- In partnership with Data Analyst, implements dashboard tools to automate data reporting to provide real-time quality data dashboards.

Internal System Support and Compliance

- Develops internal processes regarding the acquisition of member data as well as associated permissions with the sharing and use of that data within the network, to create clear guidelines for sharing data in accordance with Health Center permissions.
- In partnership with Value and Data Director and Data Analyst, establishes and implements clear, consistent data security procedures

3. Essential Strategic & Leadership Responsibilities (~10% of time)

- May or may not supervise staff with an emphasis on supporting team collaboration and individual mentorship and success.
- In partnership with Value and Data Director, contributes to development and management of resources for program area.
- May be involved with one or more internal OPCA committees.
- Involvement with Board of Directors
- Maintains awareness of Oregon Health Center measurement priorities, including the definitions and operational implications of key metrics.

4. Other Duties and Responsibilities (~10% of time)

- Conducts individual administrative duties (e.g. scheduling, time sheets, internal organization communications, etc.)

5. Knowledge, Skills, and Abilities

- A sense of curiosity with a love for numbers is a must.
- A skillful “storyteller” who is both comfortable presenting in front of an audience and adept at explaining what the data means both to technical and non-technical users.
- The ability to manage projects and produce deliverables associated with those projects with significant autonomy.
- Strong computer skills, including thorough knowledge of Word, Excel, Power Point, etc.

- Experience with Business Intelligence software (such as Power BI or Tableau) or the ability to gain this skill if not otherwise experienced.
- As a member of OPCA's Data Team, is able to share administrative tasks with other team members, which includes tasks such as double-checking data products produced by the team, facilitating meetings, creating agendas and taking minutes, scheduling meetings, hosting webinars, and assisting in the development of team presentations, protocols, tools, and other documents pertinent to the team's work.
- Detail-oriented with a deep appreciation of the importance of producing accurate and easy to understand data for OPCA's membership and funders.
- Ability to follow OPCA protocols regarding the sharing, storage, and use of data.
- General knowledge of principles and practices of effective data management, including familiarity with HIPAA compliance.
- Excellent interpersonal, oral and written communication and organizational skills.
- Self-motivated and well-organized with a high level of comfort with ambiguity.
- Ability to work well in a professional yet fun team environment, including respect for different styles and personalities; enthusiasm for collaboration, communication, and celebration; and appreciation for the critical role everyone plays in project and mission implementation.
- Effectively represent OPCA in a wide variety of settings.

6. Minimum Qualifications and Experience

- Professional with advanced level of proficiency. Generally requires a Bachelor's degree and/or 3-5 years' experience or equivalent education.
- Fluency in written and spoken English required.

7. Preferred Qualifications and Experience

- Familiarity with state and local health outcome measures and definitions.
- Project and / or program Management experience.
- Knowledge and experience with relational databases.
- Knowledge and experience using Business Intelligence software such as Power BI or Tableau.
- Knowledge and experience using either SPSS, R, STATA, or SAS for statistical analysis.
- Knowledge of healthcare data sources, concepts, and metrics.
- Experience working in or with Community Health Centers or other health care settings.

8. Specific Job Attributes

- **Job Complexity:** An experienced professional with a full understanding of area of specialization; resolves a wide range of issues in creative ways. This job is the fully qualified, career- oriented position. Works on delegated problems of diverse scope where analysis of data requires evaluation of identifiable factors. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Applies problem-solving skills gained through past experiences to company guidelines.
- **Impact:** Failure to achieve objectives will have an impact on unit and the organization.
- **Degree of Work Direction & Project Management:** Moderate supervision with latitude to make decisions to achieve defined goals. Proposes methods and procedures on new assignments. Contributes to team objectives and outcomes as guided.

- **Responsibilities as a Team Member:** Contributes to team objectives and outcomes in line with organizational outcomes as guided. Consults with upper management on highly complex projects. Partner with upper management to set objectives for assigned unit/area.
- **Internal & External Contacts & Communication:** Builds productive internal/external working relationships. May serve as an external spokesperson for the organization within their work area.
- **Leadership & Supervision of Others:** Generally manages processes and activities of functional area or team, may or may not provide reporting supervision to members of the team. May provide mentorship on area of expertise.
- **Innovation & Quality Improvement:** Leads improvement in program area and may develop innovative programs in area of expertise to improve health center and/or OPCA value. Builds and maintains partnerships with CHC leaders, partners and other key stakeholders to support innovation and improvement.
- **Responsibility for Administrative Work:** Responsible for project management of individual work, including monitoring and responding to deadlines, scheduling internal and external meetings, preparing agendas and tracking action items to advance projects, distributing relevant communications, and managing personal administrative needs, such as travel planning and expense reimbursement reports. May seek administrative support for team and program needs from program specialists and coordinators, based on needs and priorities for the organization and availability of team resources.
- **Budgetary & Fiscal Responsibility:** Contributes to developing and managing program budgets in partnership with upper management. Responsible for following financial policies and procedures for any organizational expenditures, purchases or reimbursements.

9. Travel Required

- In and out-of-state travel may be required for this position. If using a vehicle for work related travel, must possess valid Oregon driver license, provide proof of insurance and annual Motor Vehicle Record if using own vehicle, or be insurable if renting. Must be able to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per OPCA policy.

10. Work Environment

- OPCA is a team-oriented organization; a tight-knit group of professionals committed to both the mission and to enjoying their jobs. Respectful interpersonal relationships, a fun team dynamic, and a passion for advancing the cause of community health clinics are equally critical components of the work environment.
- As a subject matter expert, employees are expected to partner as needed for communications & marketing needs to develop messages, objectives and/or communications tools to reach OPCA's members and other target audiences.
- Duties will be performed in both an office setting and out in Community Health Clinics.

11. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly

required to sit behind and use a computer, talk, hear, and be able to operate general office equipment. This individual is also required to stand, walk, and reach during events.

Statement of OPCA Practices: OPCA is committed to continuous internal quality improvement practices. We work in a fast moving, ever changing environment in which management and staff strive to create constantly improving quality. OPCA is a smoke free, drug free workplace. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national origin or disability. OPCA expects employees to be culturally competent, with the ability to interact positively with people who do not look like, talk like, think like, believe like, act like, and live like they do.

General Statement: Oregon Primary Care Association (OPCA) is a private, 501(c)(3)-membership organization of Oregon’s “safety-net” primary care providers. Our mission is to lead the transformation of primary care to achieve health equity for all. Our membership primarily includes the federally qualified Community Health Centers (CHCs) and Look-Alikes as well as Rural Health Clinics, Indian Health Centers, and community clinics with similar missions and governance.

REQUIRED SIGNATURES

I acknowledge that I have reviewed the above job description and understand my job responsibilities and requirements.

Employee _____ Date _____

Supervisor _____ Date _____

****Changes must go through HR Generalist for standardization and Operations & Finance Director for review.***