



Ravenswood Family Health Center
Position Description
Data Analyst

Reports To: Decision Support Manager

FLSA Status: Non-Exempt

Summary

Under the direct supervision of the Decision Support Manager, the Data Analyst performs highly specialized clerical work requiring knowledge of specialized agency computer applications to assist in the manipulation and analysis of information to create and maintain reports.

Essential Duties and Responsibilities

To be performed in accordance with RFHC Policies and Procedures

- Plan and organize the collection and tabulation of a variety of data for reports
- Construct charts, graphs and tables to summarize results
- Assists in creating routine daily, weekly, monthly, yearly and ad hoc reports
- Uploads/Downloads reports into registry system
- Creates data pivot tables and charts
- Reviews data for completeness and accuracy
- Inputs raw data into the various databases as needed to tabulate reports
- Works with managers and providers to assist with data analysis and grant reporting
- Has a thorough understanding of all in-house data base systems (NextGen, Centricity, PecSys, Access, CAIR, Sharepoint, etc) in which to pull reports from
- Other duties as assigned and requested.

Qualifications

- High school diploma or GED required with minimum two years experience working in a healthcare environment preferred
- Super User of NextGen strongly preferred
- Advanced Knowledge of Microsoft Excel preferred
- Detail-oriented with a high degree of accuracy
- Excellent customer service
- Ability to communicate tactfully and effectively both orally and in writing
- Experience working effectively with a multi-cultural and economically diverse population

Qualified Applicants should submit their resume to:

resumes@ravenswoodfhc.org or mail to:

Ravenswood Family Health Center
Attn: Human Resources
1798a Bay Road
East Palo Alto, CA 94303
FAX: 650.321.8576