

Business Intelligence Administrator 1

Pay: \$39.90 - \$44.13 per hour

Job description:

The Business Intelligence Administrator 1 is responsible for transforming data into actionable intelligence through comprehensive reporting, process analysis, and performance measurement. This role partners with leadership to assess departmental workflows, integrate data from multiple sources, and deliver analytical solutions that support operational efficiency, accountability, and strategic planning.

Responsibilities

- Leads implementation and ongoing management of systems applications and database platform for external and internal communications related to HVVMG's clinical utilization.
- Collaborate with Business Intelligence Manager to remain abreast and knowledgeable of the reporting responsibilities and requirements of the different departments.
- Design baseline data, process, project sustainable models appropriate, and customized to clinical utilization datasets.
- Provide informatics related to community activities and selected service organizations to promote and strengthen the organization's public image.
- Verify data accuracy and investigate discrepancies. Coordinate problem-solving with data specific to departmental teams.
- Prepare reports and presentations as requested.
- Attend and participate in all management level meetings, as directed.
- Assist in developing group membership projections and establishing goals and objectives to meet those projections.
- Perform other duties as assigned.

'Qualifications'

- Education: High School diploma or equivalent - required.
- Education: Associate's degree in business administration, Mathematics, IT, or Healthcare Information Technology – preferred.

- Experience: 4-6 years in related fields such as analytics or information technology.
- Experience: Project Management experience - preferred
- Knowledge: Knowledge of medical terminology.
- Knowledge: Knowledge of computer applications and databases.
- Skills: Ability to effectively communicate with individuals within all levels of the organization, patients, patient family members, providers, vendors, and others.
- Skills: Ability to utilize personal judgement and critical thinking to solve problems and make decisions.
- Skills: Ability to manage time effectively and prioritize tasks to meet established deadlines.
- Driving: Current California driver's license and proof of auto insurance.
- Other: At the discretion of HVVMG management, this position has the potential to be a full or hybrid telecommuting position.