

POSITION TITLE: Data & Reporting Specialist

DEPARTMENT: Information Technology

STATUS: Non-Exempt

SALARY: \$45,000 - \$50,000 annually, dependent upon experience

POSITION SUMMARY:

The Data & Reporting Specialist is responsible for data collection, cleansing, validation, compiling, reporting, and analysis. Extract and compile data from various sources, including databases, manual files, and employee reports. Create user-friendly reporting tools to compile and review program data. The Data & Reporting Specialist will report to the Director of IT, and will work cooperatively with other WHA departments to respond to requests for data reports and data analysis, as well as create and publish regularly scheduled and/or ad hoc reports as needed.

ESSENTIAL FUNCTIONS:

1. Meet with various internal clients to analyze reporting needs and abilities of current reporting systems. Work with management to prioritize business and information needs;
2. Understand the implication of needs and provide recommendations for report formats and structures based on this understanding;
3. Collect, interpret, and input data into reporting systems;
4. Build reports and data visualization based on analysis;
5. Filter and clean data by reviewing reports and performance indicators to correct errors;
6. Develop, create, and automate reports, working with multiple forms/feeds/sources to optimize statistical efficiency and quality;
7. Analyze results using statistical techniques and provide ongoing revision as needed;
8. Build forecasting and analytical models;
9. Acquire data from primary or secondary data sources and maintain databases/data systems;
10. Identify, analyze, and interpret trends or patterns in complex data sets;
11. Locate and define new process improvement opportunities;
12. Document reporting requirements and process and validate data components as required;
13. Follow-up with departments to ensure reports are functioning and being used as expected;
14. Meet with senior leadership to analyze and interpret findings as needed.

OTHER RESPONSIBILITIES:

1. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelor's degree in business management or related field preferred;
2. Minimum of four (4) years of experience in data analysis;
3. Advanced Microsoft Excel skills;
4. Excellent customer service and interpersonal communication skills;
5. Technical expertise regarding data models, database design development, data mining and segmentation techniques;
6. Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy;
7. Adept at queries, report writing and presenting findings;
8. Excellent presentation, facilitation, and communication skills - oral and written - are required;
9. Ability to work strategically with cross-functional senior leadership to effectively identify, design and implement strategic initiatives;
10. Ability to communicate effectively to both technical and non-technical teams, including translating complex data;
11. Must have strong analytical and deductive reasoning skills with a strong attention to detail;
12. Must be flexible in multi-tasking, and adapting to changes in priority;
13. Ability to complete tasks independently and make decisions and recommendations in compliance with reporting guidelines to ensure the accuracy and integrity of reported results;
14. Ability to be relied upon to be available for work.