

JOB DESCRIPTION

Position: Program Analyst

Salary: \$38-42/hr DOE (\$79,040 – \$87,360)

Status: Full-Time

Classification: Non-Exempt

Expected Start Date: Mid-February



DESCRIPTION:

This position is responsible for compiling, analyzing, and presenting data from various internal and external sources to help drive decision making initiatives for the Spokane County EMS & Trauma Care Council and Office of the Medical Program Director.

SUPERVISION: Reports to the Executive Board of the Council

DUTIES & RESPONSIBILITIES:

- Assists E-Board with council initiatives
- Obtains, reviews, presents system-wide data, including access into all EHR platforms
- Assists medical director with establishing county-wide KPIs and reports on pre-defined KPIs and trends
- Liaises with stakeholders on behalf of council
- WACARES, WEMIS/NEMIS, USTEIN reports management
- Develops and manages information to support decision making
- Manages and improves existing reporting structures/systems
- Performs complex analysis
- Conducts and facilitates (and educates and trains on) analyses, issues identification, organizational risk assessment, and decision making processes
- Provides consulting and analytic services to council
- Analyzes problems and determines root causes
- Creates and presents periodic reporting as requested by council
- Facilitate the efficient use of dashboards, reports and presentations for clinic-based improvement projects
- Other duties as assigned by council

REQUIRED QUALIFICATIONS/SKILLS:

- Proficiency in statistics, data analysis and research methods
- Demonstrated knowledge of and skill in adaptability, decision making, customer service, interpersonal relations, oral communication, problem solving, project management, quality management, teamwork, written communication, group presentations, group process facilitation, influence, results orientation, strategic thinking and team building
- Demonstrated knowledge of and skill in word processing, spreadsheet, and database PC applications
- Advanced analytical knowledge of data
- Demonstrated experience conducting big data analysis
- Knowledge of developing software, algorithms, and data models
- Demonstrated experience with Tableau, PowerBI, SQL, and other data management software

PREFERRED QUALIFICATIONS:

- Demonstrated public speaking experience
- Experience as an EMS/Healthcare Provider (EMT, Paramedic, RN)
- Familiarity with medical terminology
- Experience with patient care reporting platforms such as ESO, ImageTrend, FireReporting, Zoll

EDUCATION & EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Business Administration, Economics, Computer Science, Management Information Systems, or related field or equivalent related experience
- 1+ year of data analyst or related experience, including proficiency with analytical software or equivalent related education

BENEFITS:

- Simple IRA
- Medical, Dental, Vision
- Paid Holidays
- Paid Time Off

TO APPLY:

Head to www.emsoffice.com

OR

Send cover letter, resume and completed application to bvanhout@spokanecity.org