



Job Description	
Job Title:	Business Analyst
Reports to:	Analytics Team Lead
FLSA Classification:	Exempt
<p>General Description: This position is responsible for performing a number of key business analysis functions and is under the general supervision of the Senior Manager, Analytics and System Management. The business analyst will proactively communicate and collaborate with external and internal customers to analyze information needs with a focus on delivering analytics to business users. The position requires independent work with users and vendor staff to successfully engage in multiple initiatives simultaneously.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Obtaining reporting requirements from business owners and documenting those requirements using standard templates • Providing an analytical assessment of ‘current state’ business functions and the recommendation of a future ‘desired state’ • Provide leadership in the design and development of data warehouse / business intelligence solutions • Serve as a primary for business intelligence reporting • Development of reports and analytics; training for super users • Review and recommend business process improvements • Participate in projects as requested • Collaborate with other departments and members of the HEALTHeLINK Team as needed • Other duties as assigned 	
<p>Knowledge and Skill Requirements:</p> <ul style="list-style-type: none"> • Business Intelligence (BI) knowledge and demonstrated analysis and design skills • Ability to think analytically and be a problem solver • Knowledge of BI and analytical tools such as Pentaho, Cognos, Business Objectives, SSRS, Elastic Search, JSON or Access • Understanding capability and viability of emerging technologies • Exhibits professional demeanor, interpersonal skills, and excellent customer service • Understanding of data models, technology standards, and architecture principals • Presentation of ideas in a concise and focused manner • Ensure compliance with standards and architecture • Knowledge of programming language and tools a plus • Demonstrated ability to consistently and reliably perform duties in a timely fashion • Self-starter requiring limited supervision for the planning and execution of daily duties and responsibilities • Excellent communication skills, both written and verbal • Knowledge of computers and Microsoft Office Software 	



<ul style="list-style-type: none">• Ability to work independently under pressure to meet deadlines and company goals
Experience and Education: <ul style="list-style-type: none">• Associates Degree or higher preferred
Security and Privacy Roles: <ul style="list-style-type: none">• Workforce Member• IT Staff
Security and Privacy Responsibilities: <ul style="list-style-type: none">• Read and acknowledge the HEALTHeLINK Security & Privacy Policies.• Implement the HEALTHeLINK Security & Privacy Policies that apply to your roles• Follow applicable HEALTHeLINK Security & Privacy Procedures that apply to your roles• Report suspected privacy and/or security incidents promptly to management; participate in incident response if needed• Complete all training as required by the HEALTHeLINK Training Curriculum
Physical Requirements: <p>The physical demands are representative of those that must be met to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none">• Light physical effort in an office environment• Frequent computer use / data entry; repetitive motions of the wrist, hands, and/or fingers• Must have close visual acuity to perform activities such as: preparing and analyzing data and figures; transcribing; and viewing a computer• Ability to receive detailed information through oral communication• Must be able to lift up to 20 pounds (files, paper boxes) periodically• Primarily sedentary work with occasional bending and reaching

I have reviewed and understand this job description and believe it to be accurate and complete. I understand the Management of HEALTHeLINK retains the right to change the job description as it deems necessary. I will follow and adhere to my job description.

Employee Signature:

Date:

The above job description is not a contractual or binding document; it is provided as a guide to the types of duties required to be undertaken. Duties may vary from time to time and this description is subject to review. Modifications will be made as needed to support changes in the business climate and requirements.