

HEALTHY START MOMCARE NETWORK, INC.
ADMINISTRATIVE SERVICE ORGANIZATION

EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Job Title: Data Analyst

Location: Tallahassee, Florida

Status: Exempt

Employment Type: Full-time

Reports To: Director of Analytics

Accountability Statement

The Data Analyst plays a key role in supporting both the State funded Florida Healthy Start Home Visiting (HS) program and the Federally funded Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program. Reporting to the Director of Analytics and working in coordination with both the State and Federal Data Managers, the analyst is responsible for maintaining the integrity and quality of program data, with a primary focus on claims, billing, audits, and program reporting to meet compliance and performance goals.

Essential Responsibilities

- **Primary Support to HS Program (80%):** Collaborate with the State Data Manager with supporting billing reconciliation, Medicaid claims, data validation, and reporting functions of any state-funded programs.
- **Support to MIECHV Program (20%):** Collaborate with the Federal Data Manager to assist in data cleaning, reporting, and ensuring compliance with federally mandated reporting metrics.
- **Quality Control & Data Integrity:** Support Medicaid eligibility verification process by conducting data integrity checks and audits to confirm client eligibility across required systems. Participate in identifying opportunities to streamline and improve verification workflows.
- **Data Collection & Management:** Gather, clean, and validate datasets from multiple sources, including Medicaid billing systems, internal tracking tools, and program databases—to ensure the accuracy and reliability of program data.
- **Data Analysis & Interpretation:** Identify trends, anomalies, and actionable insights using quantitative methods. Analyze claims and encounter data, evaluate program performance, and support continuous quality improvement.
- **Reporting & Visualization:** Develop and maintain clear and concise reports, dashboards, and data visualizations for program managers, funders, and internal stakeholders.
- **Tool Development & Automation:** Build or improve data tracking and reporting tools using SQL and Excel to automate repetitive tasks and improve workflow efficiency.
- **Stakeholder Collaboration:** Provide technical assistance to State and Federal Data Managers and collaborate with finance, operations, QA and CQI teams to meet programmatic data needs.
- **Documentation & Compliance:** Maintain documentation of data processes and ensure compliance with HIPAA, organizational privacy policies, and funder requirements.
- **Perform other duties as assigned.**

Job Qualifications

- Bachelor's degree from an accredited college or university in a relevant field (e.g., Mathematics, Economics, Statistics, Computer Science, Public Health, or related discipline).

Experience

- Two to three years of overall data analysis experience.
- At least one year of experience working with healthcare services billing or claims data.
- Familiarity with Administrative Service Organizations (ASO) or healthcare organization's operations preferred.

Knowledge, Skills, and Abilities

- Strong SQL skills, with ability to query and join large datasets across multiple tables.
- Proficiency in Microsoft Office applications, particularly Excel (pivot tables, formulas, etc.).
- Familiarity or some working knowledge with Visualization Tools such as Power BI or Tableau
- Excellent analytical and problem-solving skills.
- Strong written and verbal communication abilities.
- Highly organized and able to work independently and manage multiple tasks in a deadline-driven environment.

Other Requirements

- Must have a valid driver's license, a safe driving record, and reliable transportation with current auto insurance.
- Background screening and fingerprinting required upon hire.
- Must complete the required training on the appropriate handling of Protected Health Information (PHI).

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear, and use hands and fingers to operate keyboards and controls. The employee may occasionally be required to walk, reach, and lift/move up to 25 pounds. Specific vision abilities required include close and mid-range vision.