

Indiana Hospital Association is a nonprofit organization that serves as the professional trade association for more than 170 Hoosier hospitals. The mission of IHA is to provide leadership, representation and services in the common best interests of its members as they promote the improvement of community health status. IHA's primary responsibility is to represent the interests of hospitals in matters of public policy. IHA also provides members with education, communications and data collection services.

Title: Business Intelligence Specialist

Status: Hourly, non-exempt

Reports to: Vice President of Data Services

Supervisory Responsibilities: None

Prepared Date:

Position Summary: The Business Intelligence Specialist will generate health care data analysis and visualizations for Indiana hospitals and health systems, and assist with the distribution of business intelligence to inform and improve their operations. This person mines available internal and external data warehouses for important statistics and facts that paint a picture of a hospital or health system's standing and performance compared to other health care organizations. In addition, geographic comparisons are provided to Indiana hospitals and health systems on public health indicators to complement their understanding of local communities' needs.

The BI analyst will also be responsible for designing reports and developing processes to update the business intelligence on an ongoing basis. Other responsibilities include facilitating information gathering sessions and keeping accurate technical and business documentation. This professional will manage and analyze data quality on a regular basis to ensure consistent data quality constructs and verification procedures are implemented and used routinely.

The BI specialist will report to the IHA vice president of data services and work closely with the IHA data services staff as well as the IHA patient safety staff to design and implement multiple projects. This individual must be organized and detail oriented with excellent time management skills and motivated to work for a hospital/health-focused association.

The qualifications, duties and responsibilities listed below are those required for the position, but do not encompass all that may be included in the day-to-day performance of this position.

Core Responsibilities:

Essential functions include, but are not limited to, the following:

- Extract data from databases and data warehouses for reporting and facilitate sharing among multiple data systems
- Meet with staff and hospital advisory groups to understand their unique data requests and explore solutions that inform their needs
- Translate business requirements into data models for visualization deployment
- Develop databases and systems that expedite the creation of executive dashboards and other patient safety reports for members' use
- Interpret complex data requests, visualize the data in a way that makes sense for each request, and help the stakeholders interpret and utilize the data
- Assist in identifying and connecting additional data sources to new and existing Business Intelligence environments
- Update the IHA mycareINSight website with refreshed data and test functionality after updates
- Update patient safety regional coalitions' data displays quarterly, including sepsis mortality graphs, hospital-acquired conditions, readmissions, etc.
- Update & distribute the CEO Dashboard quarterly, implementing design modifications and content updates as needed
- Assist the vice president of data services to innovate ways to turn SQL data into information resources for staff and member hospitals as needed using Microsoft Excel and/or Tableau software.

Education and Experience:

- Associate or Bachelor's degree in business intelligence or computer science field preferred
- Health care, hospital or other trade association experience beneficial

Requirements: *The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Knowledge, Skills and Abilities:

- Strong visual design skills used in creating information for dense, easy to understand reports and dashboards in Tableau
- Experience working with stakeholders and end-users to define, test, elicit and deliver technical and functional BI requirements by making use of Business Intelligence reporting tools
- Experience with MS SQL Server Reporting Services (SSRS)
- Knowledge of relational, SQL and dimensional databases and queries
- Strong analytical and problem-solving skills

- Proficient in Microsoft Office Suite, especially Excel
- Excellent communications skills—written, verbal and interpersonal
- Strong customer service skills to interact with IHA members and staff
- Excellent time management skills; ability to set priorities and balance multiple—sometimes competing—tasks and projects
- Meticulous and systematic with details
- Solid team player, but comfortable working with minimal supervision
- Self-starter, highly motivated and able to take the initiative on project design
- Good problem-solving skills and has the ability to make independent decisions
- Enthusiastic about learning new technologies

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office environment

- The noise level in the environment is moderate
- Hours generally Monday – Friday, 8:30 a.m. – 5 p.m. with some flexibility on start and end time. Additional hours as necessary to complete job requirements.
- Travel is limited

Physical Demands: 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 the essential functions.

While performing the duties of this job the employee is regularly required to sit, talk and hear. The employee is frequently required to stand, walk, reach with hands and arms, and use hands to finger, handle, or feel. The employee is occasionally required to lift up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.

Application: IHA is an EOE and provides a competitive salary with outstanding benefits and a fun, dynamic work environment. If this opportunity is for you, please submit your cover letter, resume and salary requirements to Bernice Ulrich at bulrich@IHAcconnect.org by Friday, July 6.