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**Job Description**

**Job Title:** Business Intelligence Analyst

**Location:** Eastern or Western Office

**Employment Status:** Regular, Full-Time

**About HealthlinkNY:**

HealthlinkNY is a Qualified Entity (QE), funded by the New York State Department of Health (NYS DOH), which operates the health information exchange (HIE) as well as population health improvement programs (PHIP), supports healthcare delivery reform (DSRIP) and fosters collaboration among public and private health plans (CPC) for an 12 county region spanning the Hudson Valley, Catskills, and Southern Tier of New York. The HealthlinkNY HIE offers electronic access to patients' community-wide health records and serves as the region's access point to the Statewide Health Information Network of New York (SHIN-NY), supporting collaboration between healthcare providers across the state. For more information please visit [www.healthlinkny.com](http://www.healthlinkny.com).

**Nature and Scope of the Position:**

The BI Analyst will have hands-on technical skill and experience in transforming data into business insight. Primary area of focus will be data infrastructure management, data collection and validation, and statistical analysis. The BI Analyst will design, develop, test and support analytic solutions for various stakeholders and staff. Other duties will include support and maintenance of the Data Warehouse. This position requires an analytically oriented person who has excellent communications skills and is comfortable working in a dynamic, multi-faceted, fast-paced setting for which planning, management, data analyses and interpretation of results are essential.

**Main Responsibilities:**

- Manage the data infrastructure required to support needs of predictive modeling and analytics
- Exploratory data analysis to identify relationships in high-dimensional data
- Own metadata definition and management (data dictionaries)
- Maintain and support Data Warehouse and Business Intelligence solutions
- Design, develop, test and support analytic solutions
- Other duties as assigned

**Education:**

Bachelors or Master's Degree in Statistics, Computer Science or related field.

**Experience:**

- 4 years relevant job experience in statistics, database administration, analytics, or a related field
- Strong knowledge of data structures, analysis, and SQL;
- Exceptional organizational skills and attention to detail are required;
- Experience coding and work with Microsoft Analysis Services;
- Experience in health care and Non-profit sector is a plus;
- Must be a team player, with a flexible work style and an interest in being part of a dynamic and evolving organization.



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**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**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.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee may occasionally lift up to 10 pounds.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**To Apply:**

Please email your resume and cover letter to [info@healthlinkny.com](mailto:info@healthlinkny.com) .