JOB DESCRIPTION

JOB TITLE:	Mid-Level Business Intelligence (BI) Data Analyst		COMPANY:	HCP/CNECT
REPORTS TO:	Director of Enterprise Analytics			
DIRECT REPORTS:	N/A			
STATUS:	Exempt	FULL TIME	SALARY RANGE:	$84,424-$105,530
OUTSIDE TRAVEL:	0%	SCHEDULE: 7-7/M-F	WORK CONDITIONS:	Remote / Home Office
**The salary range provided is the annual base salary for California residents*: $84,424-$105,530 depending on experience*				
This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified at any time, with or without advance notice, to meet the needs of the organization.				

JOB SUMMARY

We are seeking a Business Intelligence (BI) Data Analyst to join our growing analytics team. In this role, you will transform raw data into actionable insights, helping drive data-driven decision-making across the organization. You will work closely with business stakeholders, data engineers, and other analysts to develop reports, dashboards, and analyses that optimize business performance.

ESSENTIAL JOB FUNCTIONS

- Collect, clean, and analyze large datasets to support business operations and strategic initiatives.
- Develop and maintain BI dashboards and reports using tools like Power BI, Tableau, or Looker.
- Write SQL queries to extract and manipulate data from various databases.
- Work closely with stakeholders to understand business needs and translate them into data models and insights.
- Identify trends, patterns, and anomalies in data to improve business performance.
- Ensure data accuracy, integrity, and consistency across different reporting platforms.
- Document data processes, reports, and methodologies for transparency and scalability.
- Collaborate with data engineers to optimize data pipelines and infrastructure.

QUALIFICATIONS

Skills

- Strong problem-solving and critical-thinking skills.
- Ability to communicate complex data insights to non-technical stakeholders.
- Experience with Excel for data analysis and reporting.
- Familiarity with ETL processes and data warehousing concepts.

Education/Experience

- 3+ years of experience in a BI, data analysis, or analytics role.
- Strong experience with BI tools such as Power BI, Tableau, Looker, or Qlik.
- Proficiency in SQL for querying and data manipulation.
- Experience working with relational databases like SQL Server, PostgreSQL, or MySQL.
- Understanding of data visualization best practices and dashboard development.

Preferred Qualifications

- Experience with SQL, Python or R for data analysis and automation.
- Knowledge of cloud platforms like Azure, AWS, or Google Cloud.
- Exposure to business domains such as healthcare, finance, marketing, operations, or sales analytics.
- Strong understanding of KPI development and performance tracking.

Geographical Location, Standard Business Hours, and Travel Requirements

- Located in the continental US no more than a 60-minute radius to a major U.S. airport.
- Business hours are generally 8:00-5:00 EST.
- A minimum of 5% travel is required for staff development purposes.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patients, employees, and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent, or unlawful behavior or activity.
- Upon hire and annually attend HCP's HIPAA training and sign HCP's Confidentiality & Non-Disclosure Agreement and HIPAA Privacy Acknowledgment
- Upon hire and annually read and acknowledge understanding of HCP's HIPAA Security Policies and Procedures
- Adhere to HCP's HIPAA Security Policies and Procedures and report all security incidents to HCP's Privacy & Security Officer

I acknowledge that I have read and understand this job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by Health Center Partners of Southern California.

_____   _____

Signature   Date

_____

Employee Name (please print)