

UW HEALTH JOB DESCRIPTION

DATA COORDINATOR

Job Code: 300138	FLSA Status: Exempt	Mgt. Approval: System	Date: August 2020
Department: System		HR Approval: J. Theisen	Date: August 2020

JOB SUMMARY

The Data Coordinator is responsible for the collection, production and maintenance of reports, databases and documents within a department or area. This includes report generation from other data bases to obtain detail information for data modeling and validation. This position carries out critical program activities including data preparation and analysis to support quality initiatives, metrics, program process improvement, and may include regulatory and accreditation requirements, and research. This includes, but is not limited to, the design and implementation of data collection systems, data trending, and analysis.

The Data Coordinator assists managers with data analysis and interpretation. They are expected to identify problems and assist with developing resolutions with moderate direction. A wide variety of internal and external contact relationships are involved in the performance of the duties of this position and the incumbent interacts with employees at all levels of responsibility.

MAJOR RESPONSIBILITIES

Data/Program Planning:

- Coordinates data collection, production and maintenance of reports, databases and documents within a department or area.
- Designs and implements complex data collection tools that can be manipulated for different purposes.
- Generate and review system operations reports to confirm that automated system operations are correctly executed, as well as investigating and resolving any identified problems or notifying appropriate members of staff when problems require system manager or programmer involvement.
- Retrieve data from various systems and databases, performs analyses of data trends for specified metrics and reporting.
- Perform data quality assurance checks comparing data to primary source documents including the electronic and hard copy records.
- Performs analysis of various aspects of operations, monitors trends, and reports findings.

Operational Improvement:

- Develops workflows, configures systems, document changes, and trains staff on application functionality
- Tracks progress on key projects and required data collection, modeling, and reporting.
- Assist leadership with determination of when adjustments may be needed to ensure accomplishment of programmatic objectives and address concerns/complaints as they arise.
- Collects data and performs analysis to assist with development of targets for improvements in customer service, productivity, and control of costs.
- Participates in processes used for monitoring or tracking performance of programs.
- Ensures compliance with regulatory requirements for department or area.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in business administration, finance, information systems, or another relevant field. Four years of relevant experience may be considered in lieu of a degree in addition to the experience listed below.
	Preferred	
Work Experience	Minimum	One (1) year of experience in healthcare, accounting, business administration, finance, analytics, project leadership, or related data analysis experience

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	Preferred	Two (2) years of experience with data and database management, healthcare, accounting, business administration, finance, analytics, project leadership, or related experience		
Licenses & Certifications	Minimum			
	Preferred			
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Knowledge of Microsoft Excel and other database software. Ability to learn other software packages. Ability to integrate data from a variety of sources. Strong organizational skills. Ability to work with diverse groups and stakeholders. Ability to work independently and have attention to detail. Ability to develop and analyze options and recommend solutions to solve moderate to complex problems and issues Flexibility and receptiveness to new and different opinions/ideas Good judgment and ability to act decisively and escalate issues at the right time Ability to build collaborative alliances and teams Ability to effectively deal with conflict management and the skill to anticipate and bring issues to resolution. Excellent interpersonal, written and verbal communication skills. 		
PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.