

UW HEALTH JOB DESCRIPTION

| DATA SPECIALIST | | | |
|---|---|--|-------------------------|
| Job Code: 300136A, 300136B | FLSA Status: Non-Exempt | Mgt. Approval: System | Date: March 2023 |
| Department: System | | HR Approval: S. Whitlock | Date: March 2023 |
| JOB SUMMARY | | | |
| <p>The Data Specialist is responsible for providing administrative and customer support for data within a department or program. This includes running established reports and collecting data or documents from databases within a department or area.</p> <p>The Data Specialist supports users with interpretation and distribution of the data. The Data Specialist is responsible for the accuracy and completeness of data collected and disseminated by the department.</p> | | | |
| MAJOR RESPONSIBILITIES | | | |
| <ul style="list-style-type: none"> Collects operational and benchmarking data. Processes workflows, document changes, and works with staff on application functionality. Supports data interpretation. Works with staff to structure data collection tools and standardize data collection policies and procedures. Modifies data and reformulates as requested by operational leader. Provides ad-hoc and ongoing reporting to a department. Retrieve data utilizing system and database applications. Prepares and distributes periodic and ad hoc reports. | | | |
| ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS. | | | |
| JOB REQUIREMENTS | | | |
| Education | Minimum | High School Diploma or equivalent | |
| | Preferred | Associates Degree in Business, IT, Accounting, Finance or related field. | |
| Work Experience | Minimum | One (1) year of experience in creating graphics and reports, and data interpretation in an office environment. | |
| | Preferred | Two (2) years of work experience in creating graphics and reports, query writing, data interpretation. | |
| Licenses & Certifications | Minimum | 300136A: None 300136B: Registered as a Dietetic Technician, Registered (DTR) as delineated by the Commission on Dietetic Registration. | |
| | Preferred | | |
| Required Skills, Knowledge, and Abilities | | <ul style="list-style-type: none"> Ability to track, interpret, and make recommendations based on data extrapolation in a clear and logical representation. Ability to work with minimal supervision, independently solve problems, and set-up data bases and systems for reporting data. Familiarity with software applications, including the Microsoft products suite (Excel and Access). Epic Systems, JMP/SAS are preferred. Ability to understand the nature and flow of operations and apply it to the data. Ability to deal well with concepts and complexity. Excellent interpersonal, written and verbal communication skills. Must be able to work cross functionally within the organization and with vendors to enhance systems and processes and integrate data from a variety of sources. | |
| AGE SPECIFIC COMPETENCY (Clinical jobs only) | | | |
| Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients. | | | |
| Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next, | | | |
| <input type="checkbox"/> Infants (Birth – 11 months) | <input type="checkbox"/> Adolescent (13 – 19 years) | | |

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| | Toddlers (1 – 3 years) | | Young Adult (20 – 40 years) |
| | Preschool (4 – 5 years) | | Middle Adult (41 – 65 years) |
| | School Age (6 – 12 years) | | Older Adult (Over 65 years) |
| JOB FUNCTIONS | | | |
| Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient. | | | |
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| 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 docket, 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 |
| | 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# | 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# |
| | 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# |
| | Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds. | Over 100# | Over 50# |
| Other - list any other physical requirements or bona fide occupational qualifications not indicated above: | | | |

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.