

ORANGE COUNTY CLASS SPECIFICATION

TITLE: DATA ANALYST (MENTAL HEALTH) **GRADE:** 15

TITLE ABBREVIATION: DATA ANALYST (MNTL HLTH) **TITLE NO.:** 563590

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: MENTAL HEALTH

SUPERVISOR'S TITLE: DEPUTY COMMISSIONER OF MENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: This is a technical and analytical position involving collection of the Department of Mental Health billing data and production of reports and analyses of the data. The incumbent is responsible for writing complex reports and designing, creating, testing and implementing data collection tools. Work is performed under the general supervision of the Deputy Commissioner of Mental Health. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides assistance to the Department of Mental Health in the collection, analysis, and interpretation of billing data;

Develops data collection tools using complex formulas upon request to capture information as needed;

Writes and runs crystal reports to help ensure billing integrity;

Maintains database by entering, verifying, and backing up data;

Reconciles billing transactions by analyzing and comparing data;

Systemizes and organizes data on billing and collection processes and prepares data for analysis, department studies or state reports/audits;

Prepares correspondence and reports in response to requests for statistical information;

Compiles, tabulates, and codes statistical reports using automated systems to produce spreadsheets, graphs and databases;

Uses a variety of computer applications software in the performance of the job;

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Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

Performs other duties as directed by the Deputy Commissioner or other management staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of automated spreadsheet and database programs; thorough knowledge of the procedures used in compiling, tabulating, verifying and analyzing financial and statistical data; good knowledge of the capabilities of automated systems equipment to produce various formats, such as reports, tables, charts and file storage; ability to manipulate data into different standard formats; ability to effectively use computer applications software; ability to comprehend and maintain complex records and data files; ability to think logically and independently solve problems; ability to handle multiple tasks simultaneously; ability to manage projects and meet deadlines; ability to prepare and present comprehensive reports both orally and in writing; ability to maintain skill level as technology changes; attention to detail; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Bachelor's Degree (or higher) in computer sciences, business administration, statistics or closely related field and two (2) years of experience where the primary function of the position was using automated spreadsheet and database programs; OR
- B. Associate's Degree in computer sciences, business administration, statistics or closely related field and four (4) years of as outlined in (A) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.