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# Example of Data Quality Job Description

Our company is searching for experienced candidates for the position of data quality. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for data quality

* Limited, supervision is essentially administrative, with assignments given in broad general objectives and without clearly defined limits
* Staff support and administration
* Create and maintain all documentation related to database
* Develop and perform detailed analytics of organizational performance and provide results and recommendations
* Develop enhanced data visualization reports to clearly represent trends and progression
* Develop organizational data policies, standards, and processes to support the data framework
* Establish the Quality Governance Framework to ensure suitability of data for intended purposes
* Work with executive leadership to establish data quality rules and definitions consistent with USMS standards
* Recommend and develop data quality metrics to measure identify gaps and ensure compliance standards are met
* Perform outreach to members of the client organization to ensure compliance with data requirements

## Qualifications for data quality

* Strong experience in data related activities (metadata, data governance, MDM, insight…)
* Minimum five (5) years of experience coding based on Coding Clinic Guidelines for inpatient and outpatient
* Minimum three (3) years of experience developing and conducting training/educational sessions for diverse audiences
* Experience conducting medical record audits including analysis and the creation/implementation of action plans that address audit finding
* Project management experience including design and implementation of audit plans
* Demonstrated ability to work within a team environment and build effective teams