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# Example of Senior Lead Analyst Job Description

Our innovative and growing company is looking for a senior lead analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior lead analyst

* Ensure that data quality is high by carrying out regular quality checks
* Consolidates the accuracy of budget data estimates by the use of statistical techniques, , extensions, averages, trend analysis of historical data
* Document the User and functional requirements
* Develop a tool for recording the requirements, or propose a COTS product
* Participate in any required Gate reviews, program internal status reviews
* Support the gov-PM and Deputy gov-PM the EGL-PM in maintaining a cohesive and integrated team environment, other duties as requested
* Lead system change initiatives
* Work on developing lead assignment qualifications for partnership leads
* Optimize scorecard reporting metrics to be distributed to all stakeholders of the program
* Forecast quarterly and annual metrics to help drive successful growth within the channel

## Qualifications for senior lead analyst

* Knowledge of Calypso System
* Knowledge of Summit, MarkitWire system a plus
* Experience managing a support team or project is a plus
* 5+ years in HR/Payroll function
* A Masters or doctoral degree in health services research (HSR), health economics, biostatistics, computer science, epidemiology, sociology, psychology or equivalent
* Minimum 8 years of experience with administrative claims data, EHR/EMR data, or complex relational health care databases