



# Example of Informatics Analyst Job Description

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Our innovative and growing company is hiring for an informatics analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for informatics analyst

- Create project documentation including function and technical specifications, requirements/due diligence, use-cases, testing scenarios and project plans where applicable
- Demonstrates leadership by coordinating and executing on the delivery of requirements, specifications, design, and testing efforts for both small to large projects
- Serves as a key liaison between the Informatics Analyst team and internal and external stakeholders when needed
- Provides mentorship and project oversight to the Informatics Analyst team, including the onboarding of new analysts and development/maintenance of departmental training tools
- Leads weekly project management/allocation meetings in coordination with management and provides report-out to Director of Informatics
- Effectively communicates status, changes, and issues to the relevant parties and stakeholders
- Quickly addresses and /or escalates project issues and supports their resolution to/with Informatics Management
- Coordinates with departments to provide report training/education and documentation
- Adjusts to multiple demands and constituencies by shifting priorities and through rapid change and flexibility
- Ability to effectively establish and maintain working relationships with all

## Qualifications for informatics analyst

- Excellent customer focus and ability to work effectively in cross-functional teams
- Strong organizational skills including the ability to manage concurrent data projects with competing priorities and deadlines
- Represent BEACON at applicable activities including multi-system user groups and other health data system organizations, such as MA APCD, HEDIS working groups and regulatory agencies
- Maintain professional growth and development through self-directed learning activities focused on both technology and the business of healthcare
- Ensures that reporting systems comply with HIPAA security and privacy guidelines
- Conducts training for the development of new BSA staff members