



American Samoa Community College
University Center for Excellence in Developmental Disabilities
EMPLOYMENT OPPORTUNITY

Position Title: Data and Quality Analyst
Employment Status: Full Time 12 months (Career Service)

General Description:

The Money Follows the Person (MFP) Demonstration Project is a Medicaid-funded territorial program that supports qualified Medicaid beneficiaries who wish to transition from long-term care facilities into a homes in the community. The AS MFP program is administered by the University Center for Excellence in Developmental Disabilities (UCEDD) and works to sustain quality transition practices for the future. MFP requires a Data and Quality Analyst, who must have experience with the Money Follows the Person goals and initiatives, and ultimately with the collection of appropriate data for MFP protocol analysis. Therefore, the primary role of the MFP Data and Quality Analyst is to oversee and manage all relevant MFP data reporting requirements of the program. The successful candidate must have experience in data collection, interpretation and analysis in order to manage the program database on a daily basis. The Data and Quality Analyst reports to the Project Director, working with the MFP HCBS System Coordinator and Transition Coordinator.

Responsibilities and Duties:

Administrative

- Oversee and manage MFP data reporting requirements, participant information, and service expenditures
- Apply knowledge of quality improvement principles and practices to create programmatic and systems change
- Prioritize, design, and integrate metadata, project priorities, and security
- Handle data from multiple sources to drive service improvement
- Employ strategies to optimize statistical efficiency and quality

Technical

- Perform maintenance of master data, including creation, updating and deletion
- Develop MS Excel analytic workbook solutions
- Process confidential data and information according to HIPAA regulations and guidelines
- Set up data infrastructure and support initiatives for data integrity and normalization
- Create visualization of data
- Develop and implement analyses of data collection systems
- Provide technical expertise in data storage structures, data mining and data cleansing

Reporting

- Provide monthly reports with analysis
- Perform other related duties assigned by the Project Director and State Director of UCEDD

Minimum Qualifications:

- Bachelor's degree in computer science
- Five or more years of work experience as a data analyst or in a related field
- Experience with the Money Follows the Person Demonstration Project
- Ability to analyze existing tools and databases and provide software solution recommendations
- Ability to translate business requirements into non-technical lay terms
- High level experience in handling large data sets and relational databases
- Must be familiar with HCBS and system
- Must be familiar with LTSS data
- Capable of addressing metadata standards
- Must have high-level written and verbal communication skills

Salary Range: GS-12/06-10: \$35,412.00 - \$39,572.00 per annum

Application Deadline: March 10th, 2023 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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