

Salient Corporation
POSITION DESCRIPTION

Position: Data Analyst II	
Department: Health and Human Services	Reports to: Director of Data Analysis Services
Job Classification: Exempt	

PURPOSE: Perform data analyses and execute data validation plans to ensure that the data in the Salient Solutions are accurate and reliable.

Duties & Responsibilities:

<ul style="list-style-type: none"> • Create and execute data validation plans
<ul style="list-style-type: none"> • Conduct data analyses using Salient software
<ul style="list-style-type: none"> • Create and maintain data documentation, such as data dictionaries and <i>About the Data</i> documents containing data definitions
<ul style="list-style-type: none"> • Respond to client support requests; document issues and resolutions
<ul style="list-style-type: none"> • Develop and maintain current knowledge of Salient's Health and Human Services solutions, software system capabilities, and client implementation data structures
<ul style="list-style-type: none"> • Assist with client user training classes as needed
<ul style="list-style-type: none"> • Translate and apply client requirements as related to analysis goals and implementations
<ul style="list-style-type: none"> • Carry out other duties as necessary to perform function and as assigned
<ul style="list-style-type: none"> • Identify and communicate issues to team and management as appropriate
<ul style="list-style-type: none"> • Strictly adhere to Salient and client security policies and practices.
<ul style="list-style-type: none"> • Strive for continuous improvements of processes, quality, methods and documentation

Complexity of Work & Decision-Making: High
Measures of Performance: Quality of work; accuracy of data in Salient systems, accountable to deliver work commitments as scheduled; knowledge of products, procedures, and client data implementations, teaming and communication skills.

QUALIFICATIONS: To perform this position successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education: B.S. in Computer Science or related field or experience
Experience: 3 to 5 years of professional work experience focusing on data analysis.
Required Skills or Knowledge: Must be strong in problem solving and scientific/mathematical thinking skills, and ability to create organized and professional material.
Functional/Technical Competencies: <ul style="list-style-type: none"> • Possess passion for working with data • Apply knowledge and practices to successfully analyze complex data and prepare reports • Develop proficiency in Salient's public sector solutions and software capabilities • Develop skills in the suite of software tools in use at Salient • Familiarity with relevant BI tools and data analytic systems • Able to clarify requirements to validate data accuracy • Proficient in MS Excel
Language Skills: <ul style="list-style-type: none"> • Ability to communicate effectively with others both verbally and in writing • Ability to create organized, professional, written documents
Travel Requirements: <ul style="list-style-type: none"> • This position is based in Albany, NY. • This position may involve travel to client sites (10 - 20%)

- National travel may be required

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability: Ability to troubleshoot, define and resolve problems, collect data, establish facts and draw valid conclusions.

Physical Demands: Ability to spend majority of time at the keyboard and viewing the computer screen.

Other: Position is based in Albany facility