

Salient Corporation
POSITION DESCRIPTION

Position: Data Analyst I	
Department: Health & Human Services	Reports to: Director of Data Analysis Services
Job Classification: Non-Exempt	

PURPOSE: Perform data analyses and execute data validation plans under general supervision.

Duties & Responsibilities:

<ul style="list-style-type: none"> • Execute prepared data validation plans
<ul style="list-style-type: none"> • Conduct defined data analyses using Salient software
<ul style="list-style-type: none"> • Assist in maintaining data documentation, such as data dictionaries and About the Data documents
<ul style="list-style-type: none"> • Able to follow written and verbal procedures and instructions
<ul style="list-style-type: none"> • Develop and maintain current knowledge of Salient's Health and Human Services solutions and software system capabilities
<ul style="list-style-type: none"> • Assist with client user training classes
<ul style="list-style-type: none"> • Understand client requirements as related to analysis goals and implementations
<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"> • Carry out other duties as necessary to perform function and as assigned
<ul style="list-style-type: none"> • Strive for continuous improvements of processes, quality, methods and documentation

Complexity of Work & Decision-Making: Moderate
Measures of Performance: Quality of work; meeting timelines and commitments; knowledge of products and procedures

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 experience
Experience: 0 to 3 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"> • Questioning, inquisitive approach to work with the ability to learn • Possess passion for working with data • Possess the ability to analyze complex data and prepare ad hoc analysis • Develop proficiency in Salient's health and human service solutions and software capabilities • Develop skills in the suite of software tools in use at Salient • Familiarity with or ability to learn relevant BI tools and data analytic systems • Proficient with MS Excel
Language Skills: <ul style="list-style-type: none"> • Ability to communicate clearly and 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 limited travel to client sites (less than 10%) • 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 and define 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