Data Strategy Director

Position Description

Position: Data Strategy Director

Reports To: Deputy Director

Supervision: Data Analyst, Data Specialist

Date: 02.18.2020

FLSA Status: Exempt

Pay Type: Salary

Hours: 1.0 FTE

Starting Range: $79,690 - $87,300

Approved By: Joan Watson-Patko, Executive Director

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1. Primary Purpose

In partnership with the Deputy Director, Executive Director, and other OPCA leaders, the Data Strategy Director leads the development and implementation of OPCA’s strategic priorities relating to the acquisition and use of data for OPCA members and programs as well as the Community Health Center Network of Oregon (CHCNO). This position also leads the development and implementation of data and measurement initiatives, including providing oversight and/or direct management of grants and programs related to building health center capacity in health information technology (HIT), as well as business and population health analytics. The Data Strategy Director ensures the effective and efficient functioning of an OPCA data team that delivers accurate and timely data deliverables to internal and external stakeholders in order to align and advance organizational priorities.

2. Essential Duties and Responsibilities (~60% of time)

Grant and Program Leadership

- In partnership with the Deputy Director, leads the development and implementation of OPCA’s strategic priorities relating to the acquisition and use of health center and community data for the purpose of demonstrating community health center accountability and value. This includes leading discussions with the OPCA Board and committee as well as the Community Health Center Network of Oregon (CHCNO) to identify and align membership and network strategies and priorities regarding data acquisition, strategic use, and transparency.

- Participates in local and national forums to inform and stay abreast of measurement policy and priorities for key CHC stakeholders (CCO’s, HRSA, etc.). Ensures OPCA/CHC/CHCNO strategy aligns with these environmental factors and finds opportunity to influence the environment as appropriate/necessary.

- Provides daily leadership for the Data Team to achieve effective implementation of organizational data strategy designed to advance health equity and health center performance. This includes quality assurance of data being processed and reported, as well as accountability for the development and implementation of data team deliverables.
In collaboration with the Data Analyst, Data Specialist and other key internal partners, oversees team-based processes for project management, content development and implementation of face to face events, collaboratives, grants and initiatives primarily focused on analytics and data with OPCA’s membership to advance priorities aligned with OPCA’s Strategic Plan.

Oversees development and implementation of internal processes regarding the acquisition of member data, as well as associated permissions with the sharing and use of that data, and establishment and implementation of clear, consistent data security procedures.

In partnership with the Deputy Director and Data Specialist, leads team in the development and successful implementation of health center and program evaluation and shares results with key internal and external stakeholders to demonstrate health center and program impact and value.

**Member and Partner Engagement**

- Builds and maintains partnerships with key stakeholders at the state, regional and national level in order to stay informed and help influence developments in data analytics, HIT and measurement environment for primary care and community health centers to advance department priorities and organizational mission.
- Provides leadership support for the Data Specialist’s work with external partners, such as OCHIN, CareOregon, and Oregon Health Authority, in accessing mutual member data and advancing the functionality and effectiveness of data use to support OPCA & CHCNO strategic priorities.
- In partnership with the Deputy Director, contributes to the development, analysis and communication of overall member needs assessment and recurring engagement survey; leads development, analysis and communication of member needs assessment in program area in order to set priorities and shape programming on the basis of members needs and input.
- Leads development of program communication and contributes to coordination and integration of external communication pertaining to department work in order to improve program effectiveness and promote member engagement.
- Contributes to the development and maintenance of member relations and knowledge management tools in order to improve program evaluation, internal documentation and tracking of member information, and external communication of program-related materials.
- Travel to represent OPCA at relevant conferences and meetings in order to maintain knowledge of landscape, build partnerships and promote brand awareness.

**Program and Resource Development**

- Partner with Executive Director, Deputy Director, and direct reports to identify fundraising priorities and facilitate development and successful implementation of grant strategies to secure funds to support department programs.
- Leads program design for new technical assistance and training programs relating to health center data and performance measurement capacity in response to member needs in a changing landscape, and determines close-out plans for programs that are no longer relevant or funded.
- Act as a thought partner and strategic lead to direct reports on new program strategy and design in order to promote alignment, coordination and integration across programs, and ensure effectiveness of implementation plans and advancement of organizational priorities.

**Management of Specific Projects**

- Lead the deployment of specific projects in order to advance OPCA and CHCNO priorities.

3. **Essential Strategic & Leadership Responsibilities (~30% of time)**
- Supervises data team staff with an emphasis on supporting team collaboration and individual mentorship and success.
- In partnership with Deputy Director and direct reports, develops annual initiative budget and manages resources for program area.
- Serves as a member of the OPCA Directors Team.
- Participates in and presents at OPCA Board of Director and Board Committee meetings as well as and CHCNO Meetings as appropriate.
- Maintains awareness of Oregon Health Center measurement priorities, including the definitions and operational implications of key metrics.

4. **Other Duties and Responsibilities (~10% of time)**
- Conducts individual administrative duties (e.g. scheduling, time sheets, internal organization communications, etc.)

5. **Knowledge, Skills, and Abilities**
- Considerable knowledge of principles and practices of data management, including familiarity with HIPAA compliance and EHR Reporting.
- Diplomatic and sensitive to maintaining confidentialities, as appropriate.
- Ability to think strategically and deliver technically.
- Ability to prioritize tasks and work on multiple projects simultaneously.
- Knowledge, skill and ability to establish and maintain effective working relationships with a wide variety of personalities and organizations.
- Ability to work well in a professional yet fun team environment, including respect for different styles and personalities; enthusiasm for collaboration, communication, and celebration.
- As a member of OPCA’s Data Team, is able to share administrative tasks with other team members, which includes tasks such as double-checking data products produced by the team, facilitating meetings, creating agendas and taking minutes, scheduling meetings, hosting webinars, and assisting in the development of team presentations, protocols, tools, and other documents pertinent to the team’s work.
- Ability to work with diverse partners and leverage areas of expertise.
- Excellent interpersonal, oral and written communication and organizational skills.
- Ability to self-direct with a high degree of organization.
- An ability to work with people who think, act, look, and/or live in a manner different from one’s self.
- Effectively represent OPCA in a wide variety of settings
- Strong computer skills, including thorough knowledge of Word, Excel, Power Point, etc.

6. **Minimum Qualifications and Experience**
- Extensive business knowledge with comprehensive understanding of the organization and functional area. Generally requires a master’s degree and/or 10+ years’ experience; five years of program and/or personnel management responsibility. Extensive knowledge of the field with advanced leadership skills.
- Fluency in written and spoken English required.

7. **Preferred Qualifications and Experience**
- Epic or other Electronic Health Record Report writing experience
Experience with Health Center Uniform Data System (UDS) reporting
Knowledge of Health Information Exchanges
Knowledge of Health Care Cost and Utilization Metrics

8. Specific Job Attributes

- **Job Complexity:** As an expert in the field, uses professional concepts in developing resolution to critical issues and broad design matters. Works on complex projects important to the organization. Uses skills to contribute to development of strategic company objectives and principles and to achieve goals in creative and effective ways. Develops guidelines, processes, and procedures for assigned functional area. Responsible for resource allocation, including budget and personnel. Makes strategic decisions based on company goals and objectives.

- **Impact:** Conducts complex and vital work critical to the organization. Failure to achieve goals will have significant impact on success of functional area and organization.

- **Degree of Work Direction & Project Management:** Works largely without supervision. Exercises latitude in determining objectives and approaches to critical assignments. Makes decisions based on company and functional objectives and allocated resources.

- **Responsibilities as a Team Member:** Leads organizational team(s) to achieve measurable team and/or organizational objectives. Works closely with executive leadership in defining organizational goals and strategic plans.

- **Internal & External Contacts & Communication:** Creates formal networks with key decision makers and will serve as external spokesperson for the organization. Recognized as an influential leader.

- **Leadership & Supervision of Others:** Manages the work efforts of others. Responsible for hiring, firing, performance appraisals, and pay reviews. Makes decisions based on company and strategic objectives and allocated resources.

- **Innovation & Quality Improvement:** Leads improvement in functional area. Influences and aligns CHC leaders, partners and other key stakeholders behind implementing innovative programs in their area of expertise to improve health center and/or OPCA value. Builds partnerships to support innovation and improvement.

- **Responsibility for Administrative Work:** Responsible for project management of individual work, including monitoring and responding to deadlines, scheduling internal and external meetings, preparing agendas and tracking action items to advance projects, distributing relevant communications, and managing personal administrative needs, such as travel planning and expense reimbursement reports. May seek administrative support for team and program needs from program specialists and coordinators, based on needs and priorities for the organization and availability of team resources.

- **Budgetary & Fiscal Responsibility:** Responsible for developing and managing initiative budget. Responsible for following financial policies and procedures for any organizational expenditures, purchases or reimbursements. Participate in strategic needs assessment and planning for organization budget management and projection.

9. Travel Required

- In and out-of-state travel is required for this position. If using a vehicle for work related travel, must possess valid Oregon driver license and provide proof of insurance and annual Motor Vehicle Record if using own vehicle, or be insurable if renting. Must be able to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per OPCA policy.
10. Work Environment

- OPCA is a team-oriented organization; a tight-knit group of professionals committed to both the mission and to enjoying their jobs. Respectful interpersonal relationships, a fun team dynamic, and a passion for advancing the cause of community health clinics are equally critical components of the work environment.
- As a subject matter expert, employees are expected to partner as needed for communications & marketing needs to develop messages, objectives and/or communications tools to reach OPCA’s members and other target audiences.
- Duties will be performed in both an office setting and out in Community Health Clinics.

11. Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit behind and use a computer, talk, hear, and be able to operate general office equipment. This individual is also required to stand, walk, and reach during events.

**Statement of OPCA Practices:** OPCA is committed to continuous internal quality improvement practices. We work in a fast moving, ever changing environment in which management and staff strive to create constantly improving quality. OPCA is a smoke free, drug free workplace. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national origin or disability. OPCA expects employees to be culturally competent, with the ability to interact positively with people who do not look like, talk like, think like, believe like, act like, and live like they do.

**General Statement:** Oregon Primary Care Association (OPCA) is a private, 501(c)(3)-membership organization of Oregon’s “safety-net” primary care providers. Our mission is to lead the transformation of primary care to achieve health equity for all. Our membership primarily includes the federally qualified Community Health Centers (CHCs) and Look-Alikes as well as Rural Health Clinics, Indian Health Centers, and community clinics with similar missions and governance.

**REQUIRED SIGNATURES**
I acknowledge that I have reviewed the above job description and understand my job responsibilities and requirements.

Employee______________________________________________Date___________________

Supervisor____________________________________________Date__________________

*Changes must go through HR Manager for standardization and Finance & Operations Senior Director for review.*