Internal Job Title:
Mgr. Research Support Data Ctr Ops

Tracking Code:
291412-561

Job Location:
Boston, Massachusetts, United States

Job Type:
Full-Time/Regular

Posting Date:
10/2/2015

Job Description:

The Operations Manager of the Research Support Data Center (RSDC) is responsible for leading the programming/analytic operations of the RSDC. This includes oversight of the development and maintenance of HPHC data sources and large research datasets, reviewing project requests and data budgets, assigning project work to programmer/analysts, and supervising RSDC programmer/analysts. S/he will be an active lead contributor and take initiative to establish policies and plans for data development for research purposes. S/he will work collaboratively with the Manager of Administration & Systems.

The Operations Lead is also a highly skilled Senior SAS Analyst, and will collaborate in a number of epidemiological and health services research projects in the DPM. S/he will be in charge of data specifications, technical design, database development, data management, programming and statistical analysis, and results reporting for several simultaneous research projects. S/he will utilize a variety of technical tools and software to develop programs and utility applications, and manipulate and analyze data in a variety of Linux and PC environments. S/he will be a member of the RSDC, and work under the general direction of the Director, Institute Administration.

Duties and Responsibilities:

• Lead the programming/analytic operations of the RSDC. Oversee plans for data development for research purposes
• Maintain up-to-date knowledge of computer hardware and software and implement changes to improve processes of the RSDC and upgrade hardware or software.
• Review project requests and data budgets, assign project work to programmer/analysts, and supervise RSDC programming staff.

• Manage data and analysis tasks on multiple epidemiological research projects for internal and external customers. Depending on the nature of the project, may work with a project team that includes many levels of staff, or may work independently with the investigator. Supports all aspects of the project, including work plan development, project design, developing SAS programs, data problem identification and resolution and results reporting.

• Develop, design, clean, manage, and analyze data from all corporate systems using Linux and PC software. In addition to utilizing corporate databases, will also utilize data developed from surveys, chart reviews, PC databases, and external sources.

• Develop working knowledge of and facility in accessing data structure and contents of all HPHC data sources including: hospital claims, outpatient claims, pharmacy, enrollment and benefits data.

• Develop working knowledge of technical and software tools required to access, utilize and analyze data from all HPHC systems environments. Assimilate and learn new technical tools, software and data systems to accommodate continuous changes in technical environment.

• Independently document project tasks and specifications. Responsible for managing project work according to work plan, and for successful completion of project goals within project timeline using effective time-management skills. Identify and recommend alternative data/methods to meet project needs in most efficient way.

• Manage databases for multiple projects, create and manage data documentation procedures and data dictionaries.

• Develop and perform data quality control activities.

• Utilize knowledge of analytic and statistical concepts, techniques, and methods in daily work.

• Utilize knowledge of epidemiologic and health services research concepts and methods in daily work.

**Minimum Requirements:**

*Education:* Bachelor’s degree in related field (i.e. computer programming, public health, statistics)

*Experience:* 10+ years of practical experience programming or conducting analyses in a healthcare environment or related field, or an equivalent combination of education and experience.

*Preferred Skills/Qualifications:*

• Excellent computer skills, including database management and proficiency in statistical software (proficient knowledge of SAS and SQL required).
• Candidate should possess strong programming/coding skills and prior experience retrieving, manipulating and analyzing data on UNIX computer systems. Working knowledge of TERADATA and SQL is a plus.
• Demonstrated ability to learn new technical tools and software applications, and work with variety of data and data sources.
• Ability to utilize basic project planning skills, concepts and tools, including relevant software.
• Demonstrated ability to work on projects with multiple investigators simultaneously.
• Knowledge of study design, research methodology, statistical analysis, and data management.
• Excellent interpersonal, oral, and written communication skills.

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