

# JOB DESCRIPTION

## Benchmark Job #421

Ministry: Health  
Branch: Information Resource Management  
Location: Victoria

Working Title: **Health Information Analyst**  
Level: Range 21  
Classification: Research Officer

### PRIMARY FUNCTION

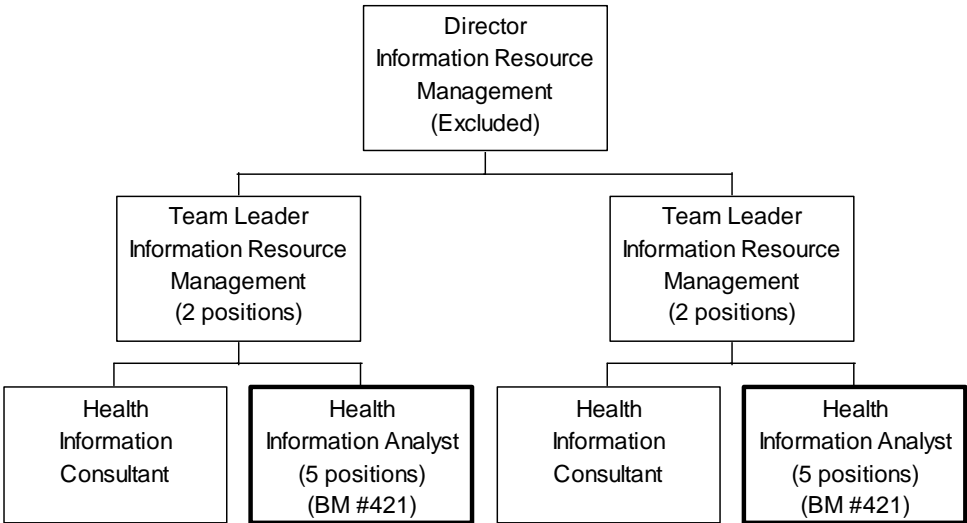
Develops analytical and statistical reports, conducts research and analyzes a wide variety of program, patient and population data to support ministry information requirements.

### JOB DUTIES AND TASKS

1. Integrates data from a diverse range of information sources and develops analytical and statistical reports
  - a. selects research methodologies and develops analytical, statistical, and predictive models using multi-variable linear formulas, geometric and exponential formulas and defines critical data reporting requirements
  - b. utilizes a variety of analytical software (such as Structured Query Languages, Business Intelligence and Analytical Software and Predictive Analytics Software) to access multiple ministry databases and to download, extract, create, analyze, summarize and present data to produce reports
  - c. codes and programs applications to produce critical reports and statistical data (e.g. surgical wait lists, home and community care, health procedures and physician payments for 100,000+ health care service providers) that may impact decisions on health funding, programs and services
  - d. verifies the quality, consistency and security of data based on ministry data and quality control standards
  - e. supports senior management and health sector stakeholders through the determination and development of reporting requirements and data analysis
  - f. develops, prepares and reviews resource utilization reports to support evidence-based decision-making by senior managers and stakeholders in the health sector representing multi-billion dollar programs across the province
  - g. develops statistical reports for multiple health programs, institutions, organizations, agencies and offices on a monthly, quarterly and yearly basis
  - h. ensures data and identity confidentiality are protected and secure for over 4.0 million residents
2. Conducts research and analysis from a wide variety of program, patient and population data
  - a. coordinates and prioritizes requests for research and specialized projects by consulting with ministry professionals to gain a clear understanding of business issues, identify project objectives, deliverables and timelines
  - b. consults with clients to discuss and identify potential opportunities for hypothesis planning and testing
  - c. reviews and synthesizes data, conducts statistical regression analysis and identifies trends, impacts, potential outcomes and risks
  - d. develops interpretative text, charts and tables to accompany statistical reports
  - e. produces detailed and cross indexed reports, edits and disseminates reports, develops information summaries in support of research, drafts letters and briefing notes for executive signature to respond to requests from internal/external organizations, researchers and the general public
3. Performs other related duties
  - a. provides cost data for input to program decisions such as determining the impact of changes to fee schedules or health care deductibles
  - b. provides informal orientation to other staff and coop students
  - c. interviews users to gather an understanding of business information and data needs or to defend analytical and statistical results
  - d. attends meetings and presents results to various stakeholders

ORGANIZATION CHART  
Benchmark Job #421

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# REASON FOR CLASSIFICATION

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Job Title: Health Information Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>                      Understands the theory of health social science combined with the principles of advanced attribute data analysis to integrate a diverse range of data in support of health planning activities and develop statistical reports, conduct research and analyze data to support evidence-based decision-making by senior managers and executive staff of the Ministry and various health program, organizations and agencies outside of the Ministry.</p>	H	280
2	<p><b>MENTAL DEMANDS</b>                      Judgment to apply structured study and analysis of data to develop analytical, statistical, and predictive models, complex data sets and linkages, and interpret results to determine the validity of health information by performing precise review and manipulation of sophisticated data.</p>	F	175
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b>                      Discretion required to exchange information with staff in the ministry and in the health sector to explain research methodology and to determine whether existing data collections will meet data reporting requirements.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>                      Moderate coordination and dexterity required to keyboard with some requirement for speed to resolve analytical and statistical data and information problems.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>                      Comparative Effects IV a. – Freedom to Act – Level 5                      Guided by ministry data and quality control standards and health planning needs, applies accepted work methods in a different way to resolve issues of data integrity in order to develop a wide variety of reports, conduct research and data analysis to identify trends, impacts and potential outcomes and risks to support evidence-based decision-making by senior managers and executive staff.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>                      Moderate financial responsibility to provide cost data for input to program decisions requiring program matter knowledge such as determine impact of changes to fee schedules or health care deductibles.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>                      Considerable responsibility to control data modeling processes which ensure the quality of information against ministry data and quality control standards.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on data, reports and statistical results.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to computer screens or printed materials to evaluate and analyze on-line data, and develop reports.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding while integrating data and information from diverse sources.	B	4

**Total Points: 715.5**

**Level: Range 21**