



**HEALTH ONE ALLIANCE, LLC, ITS SUBSIDIARIES AND AFFILIATES,  
INCLUDING ALLIANT HEALTH PLANS  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Report Writer and Data Analyst	<b>LOCATION:</b>	Irving, Texas
<b>DEPARTMENT:</b>	Information Technology	<b>REPORTS TO:</b>	Sr. Product Manager

### **Job purpose**

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The Report Writer and Data Analyst is responsible for data administration, analysis and management reporting for several proprietary applications. This position collaborates with end users to understand reporting requirements and uses Crystal Reports, Dev Express or similar report writer software to create a variety of simple to complex reports using Structured Query Language (SQL) queries.

### **Duties and responsibilities**

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- Develops routine and ad-hoc reports, analysis and metrics within required timeframes; analyzes and validates data to provide assurance of accuracy and validity of critical business information
- Performs control activities, and maintains supporting documentation, to ensure compliance with internal control standards
- Performs routine critical monitoring controls to assure operating effectiveness.
- Assists with activity for internal and external audits
- Participates in multi-functional projects, demonstrates business acumen and takes initiative to drive performance
- Analyzes and forecasts data as well as effectively audits existing implementations of analytics to present actionable insights and recommendations
- Develops custom performance measurement schemas, algorithms, models and analyses in support of business efforts
- Produces and maintains reports that monitor performance
- Other duties as may be assigned

### **Qualifications**

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- Bachelor's Degree in Computer Science, Information Management, Finance or related field
- Minimum 1 year experience in developing SQL Query
- Minimum 1 year experience in report writing
- Proficient in Crystal Report tool
- Familiar with creating reports using SQL Server Reporting Services preferred

### **Competencies**

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- **Ethics** - Honest, accountable, maintains confidentiality
- **Reliability** - The extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time. The degree to which the employee is reliable, trustworthy, and persistent.

- **Sense of Urgency** - Meets deadlines, establishes appropriate priority, gets the job done in a timely manner
- **Communication skills** - Possesses effective communication skills: oral, written, listening
- **Cooperation** - Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.
- **Internal Controls** - Knowledge of and ability to create, implement, evaluate and enhance internal control processes.
- **Organization skills** - Information organized and accessible, maintains efficient work space, manages time well
- **Planning & Organizing** - Displays ability to effectively plan, organize and implement applicable tasks or projects in relation to established goals and objectives.
- **Problem Solving & Decision Making** - Displays ability to define a problem, develops workable and realistic alternatives, and selects appropriate alternative to resolve problem. Decisions made are generally correct, and the time taken to make such decisions is reasonable.
- **Productivity** - Manages workload, works efficiently, meets goals and objectives

**Physical, Mental, Environmental & Working Conditions**

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Moderate amount of walking, sitting, and writing. Moderate to significant amount of stress in meeting deadlines and dealing with day-to-day events in the execution of job duties. Needs flexibility and adaptability to change. Candidate must be self-disciplined and a self-starter and able to work independently with a flexible work schedule.

**Direct reports**

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N/A

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Version:	Owned By:	Executive Review/Approval:	Date:	Choose One: Initial - Review Only - Revised
1.0	Human Resources	Amanda Reed, COO	04/11/2017	Initial