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Position Summary

POSITION TITLE: **Business Intelligence Statistical Analyst**

Purpose

The Center for International Blood and Marrow Transplant Research (CIBMTR) provides a unique resource of data and statistical expertise to the scientific community for addressing important issues in hematopoietic cell transplantation and cellular therapies. The Business Intelligence Statistical Analyst position, under the direction of CIBMTR Biostatistician IIs, will be responsible for developing and performing data analysis and quality control reviews to identify data outliers, issues, and inaccuracies. Implement data software solutions to use, integrate, and aggregate data from several data sources. Creates business intelligence reports using programming or statistical languages such as SQL or SAS. Critically review remediation analytic approaches to ensure reasonable, complete, accurate, and consistent requirements, strategies, data logic, and implementation. Propose improvements to gain efficiency on data analysis and recommendations for data quality.

Primary Functions

Innovation:

- Collaborate with Biostatisticians and Information Technology staff to determine data requirements, creation of new computed database variables, resolution of database problems and optimization or expansion of the registry database.
- Work with architects, data engineers and database analysts to organize and structure data for analytical or operational uses.
- Review data periodically for consistency, accuracy and quality. Develop and execute programs to perform consistency checks. Summarize issues and prepare related reports to enhance business use and performance.
- Maintain and collaborate in standard processes to resolve data inconsistencies.
- Build tools to automate data quality checks.
- Perform quality control review on data extracts to validate the integrity of the data.
- Contribute to the continuous improvement of data quality processes and procedures.
- Collaborate in the implementation of systems that optimize statistical efficiency and data quality.

Registry Support:

- Assist in the development of SAS Macros and programming codes to ensure standards are up to date and in line with studies and projects requirements.
- Serves as a liaison between Biostatisticians, Information Technology and Data Operations.

Research:

- Manages and manipulates large, complex datasets utilizing statistical packages (SAS), databases (ORACLE, SQL).
- Transfer data into a new format to make it more appropriate for analysis.
- Perform careful data cleaning and preparation, including identification of data discrepancies, duplicates, missing values and outliers.
- Prepare moderately complex datasets and performs descriptive analyses.

Knowledge - Skills - Abilities

Knowledge: Independent problem solving, decision making, analytical thinking

Skills: Strong programming experience with statistical programs and programming languages, write reusable and well-documented code, proven analytical skills, interpersonal communication and networking, problem solving, critical thinking, teaching, independent project management, written, oral and presentation skills required. Microsoft Office computer software and Internet skills.

Organizational Structure

Building: Froedtert Clinical Cancer Center

Department: Medicine

Division: CIBMTR

Reports to (Title): Biostatistician II, Statistical Operations and Clinical Outcomes Research

Direct Reports (Titles): NA

Collaborates with (Titles): CIBMTR Scientific Directors, Statistical Directors, Program Directors, Programmer Analysts; Principal Investigators of Research Studies

Specifications

Appropriate education and/or experience may be substituted on equivalent basis

Minimum Required Education: Bachelor’s degree in Mathematics, Computer Science, Statistics or related field

Minimum Required Experience: 4 years

Preferred Education: Master’s degree in Computer Science, Biostatistics or closely related field. Recent Masters level graduates will be considered.

Preferred Experience: Advanced knowledge of one or more statistical and programming languages. Practical experience in statistical analysis through the use of statistical packages including Excel, SPSS, and SAS. Prior experience with database and model design and segmentation techniques. Ability to program and manage complex statistical computer databases.

Field: Computer Science, Statistics or related field

Certification: NA

Classification

Grade Name: 15

Full-Time Equivalent: 1.0

FLSA Status: Exempt

FLSA Test: Administrative

Workweek: Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.

Job ID: 10648

Job Name: System Analyst

Position Category: Professionals

Job Scope

Complexity – regularly applied judgment to accomplish tasks; develops policies and procedures

Impact – errors may cause moderate to serious damage, accuracy highly important

Autonomy – performs work independently with regular check-ins; supervision available as needed

Communication – occasionally resolves conflicts; adapts communication style to audiences

Responsibility – advises others

Confidentiality – regularly prepares and uses confidential information

Leadership – acts as a role model

Physical Requirements

Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

Risk Potential

Little or no exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

Sensory Acuity

Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

Work Environment

Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.

Performance Dimensions

Collegiality: Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

Excellence and Creativity: Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact institutional missions. Identify and implement new methods to increase efficiency and quality.

Education and Development: Displays an ongoing commitment to continuous learning and self-improvement in one's area of responsibility. Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

Agility and Judgment: Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances. Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.

Stewardship and Institutional Citizenship: Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost-effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.

Disclaimers

Background Check: Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check. Law, physical examination, and / or driving record check.

Equal Opportunity Employer: The Medical College of Wisconsin is an affirmative action / equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation.

Diversity and Inclusion: The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative accomplishments.

Confidentiality: Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches.

Completeness: This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct

reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.