

POSITION: STATISTICAL RESEARCH SPEC

Status: *Executive Service*

Job Location: Health Care Finance and Administration, Quality Oversight Division, Nashville, TN

Education and Experience:

Graduation from an accredited college or university with a master's degree in statistics, applied statistics, social or behavioral sciences, health sciences, business, business administration, or public policy and experience to two years full-time professional work developing research methodology and/or directing statistical research.

Substitution of Education for Experience:

Additional graduate course work from an accredited college or university in statistics, applied statistics, social or behavioral sciences, health sciences, business, business administration, and/or public policy may substitute for the required experience on a year-for-year basis to a maximum of two years (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

Graduation from an accredited college or university with a bachelor's degree in statistics, applied statistics or behavioral sciences, health sciences, business, business administration, or public policy and experience equivalent to five years full-time professional work developing research methodology and/or directing statistical research.

Primary Role and Responsibilities include, but are not limited, to the following:

- Evaluate large numbers of quality measures at the individual provider or aggregate level using relevant information, individual judgment and CMS specifications for approval or denial.
- Analyze and trend data to assess program participation, and programmatic progress.
- Create and develop evaluations tools utilizing software such as Excel utilizing pivot tables and macros, Access to create data input forms and develop queries and SQL to create queries to perform data analytics or other professional statistical applications.
- Collaborate with in-house and other stakeholders professionally.
- Provide analytical expertise to review and summarize complex reports for the evaluation team and others upon request.
- Report program progress regularly via written reports to CMS, TennCare Administrators and the Legislature each quarter.
- Develop strategies to address education and program guidelines with program participants and other stakeholders.
- Develop and maintain web pages.
- Provide technical assistance to program participants via many different methods and modalities.
- Query, collect, prepare and safeguard data or information necessary for CMS, legislative and other reports.
- Participate as active member of an evaluation team.
- Present relevant information or data, both formally and informally to small and large groups.

Other Special or Desired qualifications:

- SQL data base management and SQL query development experience preferred
- Statistical and analytic experience required
- Strong computer skills including mastery of Microsoft Office applications such as Word, Power Point, Excel, Access, and other professional statistical software applications.
- Ability to build and maintain collaborative relationships with program stakeholders.
- Strong, clear and concise oral and written communication skills including
 - Ability to maintain accurate records.
 - Ability to exercise sound judgment

- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines.

Qualified candidates should send their resume to Rhonda.F.Fletcher@tn.gov

Please put **Statistical Research Spec** in the Subject line.