State Office of Risk Management
Job Announcement

State Office of Risk Management
POSTING NUMBER: 21-0245
JOB TITLE: Data Analyst III | **WORKING TITLE:** Enterprise Data Analyst
MONTHLY SALARY: $5,300.00
POSTING DATE: March 8, 2021 | **DURATION:** Until Filled
LOCATION: 300 W. 15th St., 6th Floor, Austin, TX 78701

GENERAL DESCRIPTION

Are you curious about data? The State Office of Risk Management is looking for a talented and motivated Data Analyst to join our agency. The data analyst will provide accurate key reporting, analytical and research functions for the agency and will assist in discovering trends and anomalies so the that the agency can make informed data driven decisions. They will analyze data related to medical costs, indemnity costs, and losses to ensure enterprise risks are being successfully mitigated. This individual will ensure data quality, validity and integrity of the data throughout multiple system. The Data Analyst's functions will include trends and forecasts related to statewide and specific agency workers' compensation statistics and will alert the agency when data trends and forecasts indicate significant issues related to increased costs and/or risks.

ESSENTIAL JOB FUNCTIONS

Provides clear, accurate data analysis and reports to internal and external customers
Works with internal and external customers to identify reporting and analytical needs
Analyzes relevant data to provide trends, anomalies and forecast workers' compensation claims, losses and cost including indemnity and medical costs fluctuations
Analyzes worker's compensation data, losses, and costs comparing external agency statistics with statewide and national trends
Analyzes work loss data, claims data, statewide and agency wide to assist SORM to decrease work related injuries and improve claims outcomes
Assists in the collection, analysis, and reporting of financial and budget costs related to worker's compensation, risk assessments, and insurance policies
Provides data visualizations to internal and external customers
Works on process improvements regarding analyzing data for statistical use, identifying inconsistencies, and identifying significant differences in data
Interacts with users, subject matter experts, executive management, and/or outside entities in defining problems, understanding the agency's programs, and gathering information for reporting
Coordinates and collaborates with staff to develop necessary databases, data collection systems, and tools
Explores opportunities for process automation to maximize efficiency and coordinates with departments to implement them
Ensures security and confidentiality of sensitive and/or protected information
Ensures data integrity across multiple platforms and multiple SORM departments.
Develops systems, processes and procedures to collect and analyze data to ensure compliance with applicable statutes and rules
Facilitates constructive conversations using data driven analysis, recommendation and conclusions
Performs related work as assigned
Maintains relevant knowledge necessary to perform essential job functions
Attends work regularly in compliance with agreed-upon work schedule
Ensures security and confidentiality of sensitive and/or protected information
Complies with all agency policies and procedures, including those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent
Experience: Three years of experience using SQL to extract and mine data {SQL test and exercise will be administered at the time of interview}
Experience: Three years of experience of compiling and organizing data and data visualization
Knowledge: Methodologies and techniques to analyze data sets and models
Skill in handling multiple tasks, prioritizing, and meeting deadlines
Skill in effective oral and written communication
Skill in exercising sound judgment and effective decision making
Ability to receive and respond positively to constructive feedback
Ability to work cooperatively with others in a professional office environment
Ability to provide excellent customer service
Ability to arrange for personal transportation for business-related travel
Ability to work more than 40 hours as needed and in compliance with the FLSA
Ability to lift and relocate 30 lbs.
Ability to travel (including overnight travel) up to 5%

PREFERRED QUALIFICATIONS

Education: Four year college education or equivalent
Experience: Five years of experience using SQL to extract and mine data
Experience: Five years of experience using a statistical software program
Experience: Five years of experience of compiling and organizing data and data visualization
Knowledge: Skill in the use of a computer and applicable software to run reports
Knowledge: Experienced knowledge in worker's compensation, insurance, and financial data
Knowledge: Worker's compensation rules, regulations, insurance regulations, financials, and risk frameworks
Knowledge: Skill in developing or maintaining interactive dashboards
Ability: To extract and mine data across various data bases / environments (internal and external)

TRAVEL

5%

TO APPLY

All applications for employment with the State Office of Risk Management must be submitted electronically through www.WorkInTexas.com. A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf.