

## **Statistical Research Specialist**

### **Division of Health Care Finance and Administration/TennCare**

**Job Description:** the Statistical Research Specialist is responsible for extracting, analyzing, validating, and presenting health care data. This individual writes complex programs to obtain statistical data and reports, and s/he is responsible for professional statistical analytic and research work of considerable difficulty.

**Minimum Qualifications:** graduation from an accredited college or university with a master's degree in statistics, biostatistics, mathematics, economics, computer science, epidemiology, social or behavioral sciences, health sciences, business, business administration, or public policy and experience equivalent to two years full-time professional work developing research methodology and/or directing statistical research.

**Substitution of Education for Experience:** additional graduate course work may substitute for one year of the required experience.

**Desired Qualifications:** strong understanding and utilization of SQL; experience using base SAS and/or Enterprise Guide a plus; thorough problem solving, analytical, and organizational skills; detail-oriented; ability to communicate effectively with technical and non-technical staff; ability to produce routine and ad hoc reports with short notice; experience in managed care/health care claims/pharmaceutical claims data.

**Duties May Include:** developing and maintaining databases, program libraries, and report libraries; create databases for file storage; scan databases to ensure all fields are completed; back up and archive databases; check data for accuracy and integrity; serve as data steward; meet with systems analysts to develop new or modify existing computer programs as needs arise; develop data entry and recording systems in a variety of software packages; review software and system operation manuals to learn system procedures; implement system checks; test system to identify hardware and software problems; develop cost and utilization reports and studies; provide junior analysts with assistance in developing the above-mentioned activities and programs.

**Interested applicants who meet the minimum qualifications** should send a cover letter and resume directly to [Mary.Lou.Mangan@tn.gov](mailto:Mary.Lou.Mangan@tn.gov)