

# Data Analyst

## NCCPA History and Mission

Established as a not-for-profit organization in 1975, the National Commission on Certification of Physician Assistants (NCCPA) has certified over 131,000 physician assistants (PA) in the United States as of December of 2018. As the only certifying agency for PAs in the U.S., NCCPA ([www.nccpa.net](http://www.nccpa.net)) is dedicated to serving the interest of the public by providing certification and recertification programs that provide confidence in certified PAs who provide millions of patients with access to affordable, high quality care. As the physician assistant profession continues to grow, so does our need to add to our highly qualified dedicated team at NCCPA. We are now seeking to add the new position of Recruiting Specialist to join our team.

## Summary/Objective

To support NCCPA's research and exam development teams, the Data Analyst will verify the accuracy of exam data, the accuracy of analyses, and prepare large data sets with a focus on quality assurance.

## Essential Functions

- Responsible for conducting quality assurance analyses of all NCCPA exam-related data.
- Conduct psychometric quality assurance processes on exam related data queries and reports for NCCPA.
- Support efforts to write/execute SQL queries to assemble data for analysis from a large relational database.
- Support efforts to create and maintain file and folder structures to support psychometric tasks.
- Responsible for preparing data visualizations, assisting with analysis of data to use in exam reports and presentations.
- Collaborate with other departments to process exam data requests, identify external data sets that may contribute to NCCPA's research/analyses
- Under supervision of the psychometric staff, support all data needs for operational psychometric analyses.
- Compile and analyze data related to the exam administration and development department metric and develop reports on the findings
- Assists in the NCCA accreditation process by supplying data as required.

**Note:** Job functions preceded by an asterisk (\*) are identified as essential functions where reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Competencies

- Adaptability/Flexibility
- Computer Skills
- Problem Solving/Analysis
- Quality
- Teamwork

### **Supervisory Responsibility**

None.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to communicate with colleagues, operate standard office equipment.

### **Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

### **Required Education and Experience**

Bachelor's Degree

- Experience with data querying languages (e.g. SQL), scripting languages (e.g. R, Python), and/or statistical/mathematical software (R, SAS)
- Knowledge of/ Experience working with large relational databases
- Experience with data dictionaries, meta data, documentation of processes, and development and maintenance of data standards
- Sufficient knowledge of statistical procedures to work independently with minimal supervision
- Excellent oral and written communication skills
- Excellent organizational skills and ability to prioritize work to meet stringent deadlines
- Excellent attention to detail needed for conducting analyses and reviewing data
- Professional demeanor in interacting with internal staff and external parties
- Excellent critical thinking skills and attention to detail
- Functions as a team player that fosters positive relations throughout the organization

### **Benefits Package**

NCCPA offers a competitive compensation and benefit package for those who join our team. Benefits include group medical, dental and vision coverage, health reimbursement arrangement, life insurance and short- and long-term disability coverage. In addition to time off for holidays, our employees enjoy a generous paid time off program for vacation, personal and sick time, flexible time, and telecommuting. Other benefits include a robust 401(k) plan, profit sharing as well as flexible spending, and tuition and health club reimbursement programs. We also offer a complimentary snack bar.

### **Interested Candidates**

Please forward a copy of your resume and salary requirements to [hr@nccpa.net](mailto:hr@nccpa.net).