Data Manager Job Description

Data Collection
- Determines data needed to be collected and the appropriate data resources for specific health data projects
- Formulates, implements, and enforces proper data collection policies and procedures
- Trains and educates reporting agencies on data collection tools and equipment
- Establishes data quality standards and works with reporting agencies to ensure standards are met
- Ensures quality data collection techniques are established for reporting agencies
- Educates and trains EMS responders and reporting agencies on proper data collection processes

Data System Management
- Manages contract with data collection software vendor
- Maintains close working relationship with software vendor
- Ensures data system is operational
- Provides access to reporting agencies to submit data
- Assists reporting agencies with set-up, testing, and implementation of data collection software
- Troubleshoots data submission errors and data error issues
- Ensures that all vendor updates are properly installed and rolled out
- Performs and documents procedures for data preparation including data cleaning, standardization and analysis
- Develops data collection and evaluation methodologies, including format design, project criteria and requirements, data compilation, relevancy and usage.
- Develops and implements evaluation methodology related to various health data programs to determine completeness and adequacy of the data collection procedure.

Data Reporting and Analysis
- Understands and ensures privacy law and standards
- Evaluates current systems to improve operations and patient care
- Prepares monthly, quarterly, and annual data reports for distribution
- Develops ad-hoc reports as necessary
- Presents data at conferences and meetings where needed
- Develops and maintains a public access or limited access data research portal
- Shares data with other State and Federal agencies, as needed
- Transmits or shares data with NEMSIS
- Assists EMSC program with data collection requirements
- Integrates EMS Data with the State Trauma Registry
- Ensures the proper transmittal of EMS Data to Hospital Reporting systems
- Consults with staff on data coding problems and assists in developing means to correct the problems

Collaboration
- Foster relationships with other state agencies that have interest in EMS data (i.e. Department of Transportation and Department of Highway Safety and Motor Vehicles)
- Work with peers (i.e. Office of Injury Prevention and EMSC)
- Attend and participate in related Data Meetings around the state (Trauma, Stroke, Injury Prevention, Police, Fire, etc) and nation.
• Participate in national meetings (i.e. NASEMSO Data Manager Meetings) and state meetings (i.e. Traffic Records Coordinating Committee and Child Death Review Committee)

Other Duties
• Provides on-going consultation and technical assistance
• In an emergency situation, may be required to represent EMS in the EOC or equivalent. May work with other agencies in disaster data analysis.

Skills
• Limited Supervision
• Computer applications for data collection
• Principles and practices of data management
• Data collection
• Data utilization
• Data validation
• Research methodologies
• Report designs
• Arithmetic
• Algebra
• Calculus
• Statistics
• Presenting information to others to convey information
• Teaching others so they understand
• Database Management
• Medical Terminology
• Public Relations
• Microsoft Office Suite
• GIS Knowledge
• Project Management (PMP)
• Contract Management
• Knowledge of analysis software (i.e. SPSS, SAS)
• Business Intelligence
• Data Reporting and analytics competencies (content knowledge)

Required Experience /Skills (Education)
• Bachelor’s Degree

Desired Experience/Skills (Preferred Education)
• Licensed EMT or Paramedic or Certified Nurse with EMS Experience
• Master’s Degree, and at least one year experience in:
  o Health Data Analysis/Management
  o Statistics
  o Public Health (Epidemiology/Biostatistics Focus)
  o Epidemiology