Title: Trust Frameworks Data Analyst

Reports to: Trust Framework Team Program Operations Lead

FLSA Status: Exempt

Supervisory Responsibility: N/A

Location: Remote

Starting Salary Range: $71,700 – $79,400, Depending on Experience

POSITION SUMMARY:

The Data Analyst position supports the Trust Frameworks Team's programs and strategic initiatives by performing high-quality data analysis, reporting, and visualization for datasets to include endpoint Directories and interoperability exchange between stakeholders participating in Trust Frameworks.

The role includes performing analytics on endpoint directory databases to support governance activities such as ongoing monitoring, auditing, analyzing, and resolving data quality and integrity issues as well as continuous exchange volumes between participating organizations to identify anomalies and present to leadership and account management for proactive outreach. The Analyst works closely with operational, technical and policy teams to ensure directories are accurate, current, and meet operational and compliance requirements within a trust framework environment.

What is The Sequoia Project?

The Sequoia Project is a non-profit with a public service mission to lead in an interoperable health information sharing ecosystem to improve the health and welfare of people in the US. The Trust Framework Team supports public and private-sector led trust framework programs by providing leadership and support for policy, governance, technical, operational, and stakeholder engagement efforts.

ESSENTIAL FUNCTIONS:

- Collect, analyze, and interpret data from a variety of sources, including exchange transactions, stakeholder participation metrics and endpoint directories.
- Perform data analytics on endpoint directory databases to support governance activities such as ongoing monitoring, auditing, trend analysis, and resolution of data quality or integrity issues.
- Communicate with customers utilizing the endpoint Directories to resolve data discrepancies
- Design and maintain automated reports, dashboards, and data visualizations using tools such as Tableau, Power BI, or similar platforms to support internal teams and external reporting requirements.
- Conduct data quality assurance, normalization, and validation on directory datasets to ensure consistency, accuracy, and alignment with trust framework requirements.

- Identify and track patterns in endpoint directory usage, and transaction volumes between update frequency, and endpoint resolution reliability to inform governance decisions and policy refinement.
- Regularly collaborate with Account Management to supply stakeholder-focused report exchange to support discussions of volume fluctuation and areas of impediment or improvement.
- Collaborate with policy team and leadership to develop and refine directory-related metrics, data definitions, and performance indicators.
- Support periodic audits and governance reviews of endpoint directory content and processes to ensure compliance and operational effectiveness.
- Local Subject Matter Expert to present analytical findings and insights to internal stakeholders, leadership, and external partners through reports, presentations, and visual summaries.
- Document data management procedures, analytic workflows, and data governance processes to support transparency, traceability, and ongoing improvement.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficiency with data analytics tools.
- Knowledge of health IT and interoperability concepts, including HL7, FHIR and other standards is strongly preferred.
- Understanding of endpoint directories, directory validation, and the role in nationwide trust frameworks.
- Excellent analytical and problem-solving skills with strong attention to detail.
- Strong communication skills with the ability to clearly explain data to technical and non-technical stakeholders.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:
- Experience working with national networks such as Carequality and TEFCA.
- Familiarity with the implementation and operational management of healthcare endpoint directories.
- Understanding of health interoperability use cases and related data infrastructure.

EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor's degree in Data Science, Health Informatics, Information Systems, Statistics
- Minimum of 3 years of experience in a data analysis or reporting role, preferably in healthcare or health IT.
- Demonstrated experience with data visualization and reporting tools.

PHYSICAL AND MENTAL REQUIREMENTS:

- Ability to work on a computer for extended periods of time to include typing and working on a computer monitor
- Ability to stand or sit for extended periods of time

- Extended working hours and travel may be necessary
- Occasional lifting of 15 to 20 lbs

"All qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law (such as cancer), genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances."