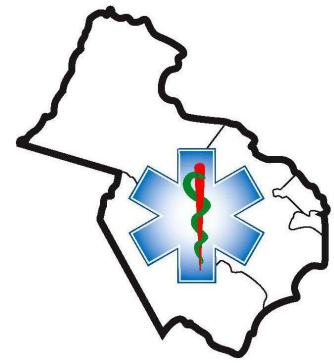


**Data Analyst & Stroke Smart  
Community Advocate**



Northern Virginia EMS  
Council Established Date:  
November 1, 2021

**SALARY RANGE**

\$25.00 - \$35.00 Hourly  
Part-Time

**DEFINITION AND DISTINGUISHING CHARACTERISTICS:**

**TITLE:** DATA ANALYST & Stroke Smart Community Advocate

**DEFINITION:**

Under general supervision, performs those basic professional data management and data analysis duties required to support the Northern Virginia EMS Council projects; and performs related work as required. In addition, supports the Stroke Smart initiative through communicating with, educating, and supporting community leaders in the development of Stroke Smart communities in Northern Virginia.

**ILLUSTRATIVE DUTIES:**

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Assists with the development of data sets and extracts, data standards, and data models to ensure complete, correct, accessible and shareable data for the Regional Time Sensitive Coalition and other information technology development projects;  
Assists with gathering and documenting business data and information requirements;  
Assists with preparing physical database design;  
Designs and runs basic database queries to assess or validate data;  
Performs basic data cleansing and transformations to assess data quality;  
Supports data testing and analysis for initiatives of higher complexity;  
Prepares for physical database design and consolidation, standardization, cleansing, migration, or upload of data;  
Maintains data repositories and facilitates data access for users;  
Attends training workshops, product demonstrations, conferences, and technical briefings;  
Stays abreast of technology changes;  
Provides assistance to other staff, as needed.  
Interacts with community leaders to educate and promote and develop the Stroke Smart Virginia campaign within Northern Virginia.

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

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Some knowledge of information systems and the components that process data;  
Some knowledge of the principles, practices, and methods related to data administration;  
Some knowledge data administration areas such as policies and standards, data definition, modeling and logical design, database design, and quality control;  
Some knowledge of data concepts such as syntax, taxonomy, and hierarchy;  
Knowledge of stroke education in general and community stroke education programs;  
Skill in brainstorming, presenting, sharing, discussing, and defending ideas;  
Skill in problem-solving, with appreciation and respect for diversity of differing professional views;  
Skill working with data modeling tools and relational databases;  
Ability to establish and maintain effective business relationships. Ability to coalate and present healthcare ralated data to stakeholders effectively.  
Ability to present complex information to large groups in an easily understood format.  
Ability to follow special formatting requirements and conventions in work products;  
Ability to communicate effectively and inspirationally, both orally and in writing;  
Ability to make use of provided resources and seek guidance as needed;  
Ability to conduct research into new information technology;  
Ability to translate technical terminology into simple language and concepts.

**EMPLOYMENT STANDARDS/LICENSURES/CERTIFICATION/ NECESSARY SPECIAL REQUIREMENTS:**

**EMPLOYMENT STANDARDS:**

*“Any combination, experience, and training equivalent to”  
Graduation from an accredited four-year college or university with a degree in Nursing Information Technology, Information Systems, Computer Science, Business Administration, or related field and coursework in analytics, biosystematics, biology, information architecture, engineering, library science, statistics, sociology, demographics, and/or marketing; Plus one year classification, use, or analysis of data experience in an academic, data administration, or analytics environment.*

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Must successfully complete a criminal background investigation prior to appointment and be re-certifiable throughout employment tenure;  
Acknowledging obligations under information security and privacy requirements in light of broad access to systems and data in the performance of job duties.

*The NorthernVirginia EMS Council prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or status as a veteran in the recruitment, selection, and hiring of its workforce.*

*Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 877-261-3550 for assistance.*