

**Attention upcoming and recent graduates!**

Kaiser Permanente Southern California is excited to announce current opportunities in the [Department of Research & Evaluation](#) open to recent and upcoming graduates who are looking to engage in and support research that has a positive impact on the health and well-being of Kaiser Permanente members and the general population.

Please find our current open positions below, with their job descriptions attached, as well as information about our department. All positions are primarily remote but require residence in California.

**Data Reporting and Analytics Consultant / Biostatistician**

If interested, please complete the following form: [KPSC R&E - Position Interest Form](#)

If you don't meet the requirements for the listed positions, we would still love to hear from you – we are currently open to engaging with anyone looking for an opportunity with our department. We look forward to hearing from you and please don't hesitate to reach out to [KPSC-Research-University-Outreach@kp.org](mailto:KPSC-Research-University-Outreach@kp.org) with any questions!

**About us**

Kaiser Permanente is an integrated health care delivery system with a diverse membership in eight regions across the US. In the Southern California region, Kaiser Permanente has 4.8 million members, a network of 15 hospitals and 233 medical offices, and over 8,000 physicians and 43,000 non-physician staff.

The Department of Research & Evaluation, part of Kaiser Permanente Southern California, has 389 people on staff, including 31 full-time research scientists, with 449 active studies on a wide range of health research topics. Founded in 1963, R&E focuses on research with the potential to make a difference in the care we provide within our system and beyond, with funding increasing rapidly over the past 15 years (2022 research portfolio totaled over \$100 million dollars). To learn more about our significant research findings, new funding awards, important clinical trials, investigators' research interests, and a list of 575 journal articles published in 2021, check out our [Annual Report](#).

Kaiser Permanente is an Equal Opportunity/Affirmative Action Employer and offers a comprehensive compensation package, including employer-paid medical, dental, and coverage for eligible dependents. Competitive wages, generous paid time-off, and a comprehensive retirement plan are just part of the exceptional benefits offered to Kaiser Permanente employees. Located in the Pasadena area, the primary R&E office is at 100 S Los Robles – more information on the Department can be found at <https://www.kp-scalresearch.org/aboutus/>.

# JOB DESCRIPTION



Region: Common Set

Job Code: 46061

<b>Job Code Effective Date:</b>	09/18/2022	<b>JD Status:</b>	Active
<b>Job Descr/Revised Eff Dt:</b>	03/02/2022		
<b>Job Title:</b>	Data Reporting and Analytics Consultant II, Biostatistics		
<b>Job Code:</b>	46061	<b>Exemption Status:</b>	Exempt

<b>Job Family:</b>	Data Analytics	<b>Union/Non-Union:</b>	NUE CO Salaried, NUE GA Georgia, NUE HI Exempt, NUE IT Information Technology, NUE MAS Mid Atlantic States, NUE MHS Non Represented, NUE NCAL Salaried and Followers, NUE NW Exempt, NUE PO Program Office, NUE SCAL Exempt, NUE WA EN and WN Admin Exempt/NE Empl
<b>Job Sub Family:</b>	Data Reporting & Analytics	<b>EEO Category:</b>	PROFESSIONAL
<b>Domain:</b>	Biostatistics	<b>Specialty:</b>	
<b>Job Grade:</b>	Multiple Grades	<b>Management Level:</b>	IC2- Intermediate

## Job Summary (This job's purpose and primary focus.)

In addition to the responsibilities listed below, this entry level position is also responsible for contributing to the publication process by drafting method and results sections under the guidance of more senior employees; extracting and transforming data, creating tables, and interpreting data for publication purposes; documenting processes and decision points; and outlining procedures.

This position is also responsible for creating manual components; writing macros and distributable programs; creating statistical models under the guidance of more senior employees, including identifying when assumptions have been violated; reviewing data for potential error, mistakes, and data quality issues; and breaking approved proposals into process steps.

## Essential Responsibilities (The primary job duties this position is responsible for achieving are listed in order of importance.)

- Pursues self-development and effective relationships with others by sharing resources, information, and knowledge with coworkers and customers; listening, responding to, and seeking performance feedback; acknowledging strengths and weaknesses; assessing and responding to the needs of others; and adapting to and learning from change, difficulties, and feedback.
- Completes work assignments by applying up-to-date knowledge in subject area to meet deadlines; following procedures and policies and applying data, and resources to support projects or initiatives; collaborating with others, often cross-functionally, to solve business problems; supporting the completion of priorities, deadlines, and expectations; communicating progress and information; identifying and recommending ways to address improvement opportunities when possible; and escalating issues or risks as appropriate.
- Assists with data analysis interpretation by organizing and editing reports and presentations telling a compelling story to stakeholders to enable and influence decision making.

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- Supports data-informed decisions under the guidance of more senior employees by working with clients to identify and clarify key business needs; assisting in the development of outcomes and process measures; translating business requirements; informing data/information needs and data collection methods; measuring the impact of business decisions on clients, customers, and/or members; working with clients and staff to identify opportunities and methods to improve efficiencies with analysis; supporting end-users; and documenting processes and deliverables.
- Assists with data and information gathering for targeted variables in an established systematic fashion by cleaning and organizing data; querying, merging, and extracting data across sources; completing routine data refresh and update; and providing user support and documentation.
- Supports data preparation for analytic efforts under the guidance of more senior employees by cleaning data to ensure quality and accuracy based on provided guidelines; and consolidating data.
- Assists with the execution of creative data analytic approaches leading to actionable outcomes by organizing metrics to be analyzed and calculating algorithms and conducting basic analyses under the guidance of more senior employees, including descriptive statistics.
- Assists with the development, implementation, and automation of business and reporting solutions by creating summary statistics; organizing data reports, visualizations, and/or interactive Business Intelligence (BI) reports; identifying opportunities to improve existing reporting solutions; and preparing documentation as appropriate.

### Job Qualifications

#### Minimum Qualifications

##### Basic Qualifications:

- Bachelor's degree in Biostatistics, Statistics, Public Health, Data Science, or related field and 2+ years experience in biostatistics or a directly related field.

##### Additional Requirements:

##### Licenses and Certifications:

**Preferred Qualifications** (For each role - a defined number of the following **preferred** qualifications may apply: years of job experience, education or degree, license, certification, registration or designation, knowledge, skills and abilities).

- One (1) year publications as an author in medical or scientific journals.
- One (1) year Medical or Health Analytics experience.
- One (1) year experience statistical consulting.
- One (1) year experience working with Access.
- One (1) year data simulation experience.
- One (1) year complex event modeling experience.
- One (1) year network analysis experience.
- One (1) year deep learning experience.
- One (1) year machine learning experience.
- One (1) year experience working with Cognos.
- One (1) year experience working with Business Objects.
- One (1) year experience working with artificial intelligence tools.
- One (1) year experience working with business intelligence tools.
- One (1) year statistical modeling experience.
- One (1) year experience working with Tableau.
- One (1) year experience working with SPSS.
- One (1) year experience working with Excel.

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- One (1) year relational database experience.
- One (1) year experience working with SAS.
- One (1) year experience working with quality management and data profiling tools.
- One (1) year server maintenance experience.
- One (1) year experience working with data visualization tools.
- One (1) year experience working with data extraction and manipulation language.
- One (1) year experience working with statistical analysis software.
- One (1) year programming experience.
- One (1) year experience working with Open Source Tools (e g , R, Python).
- One (1) year robotic process automation experience.
- One (1) year study design experience.
- One (1) year experience working with SQL.
- One (1) year text analytics experience.
- Successful completion of a Kaiser Permanente collegiate internship program.
- Accredited Process Improvement Certification.

### **Disclaimer, Compliance and Service Language-Do Not Edit**

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this job. This is not intended to be an exhaustive list of all the responsibilities, duties and skills required. The incumbent may be expected to perform other duties as assigned.

At Kaiser Permanente, equity, inclusion and diversity are inextricably linked to our mission, and we aim to make it a part of everything we do. We know that having a diverse and inclusive workforce makes Kaiser Permanente a better place to receive health care, a more supportive partner in our communities we serve, and a more fulfilling place to work. Working at Kaiser Permanente means that you agree to and abide by our commitment to equity and our expectation that we all work together to create an inclusive work environment focused on a sense of belonging and wellbeing.

**COMPLIANCE & INTEGRITY:** Consistently supports compliance and the Principles of Responsibility (Kaiser Permanente's Code of Conduct) by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licensure requirements (if applicable), and Kaiser Permanente's policies and procedures.

Models and reinforces ethical behavior in self and others in accordance to the Principles of Responsibility; adheres to organizational policies and guidelines; supports compliance initiatives; maintains confidences; admits mistakes; conducts business with honesty; shows consistency in words and actions; follows through on commitments.

All Directors, Managers and Supervisors are accountable for communication, implementation, enforcement, monitoring and oversight of compliance policies and practices in their departments.

**SERVICE & QUALITY:** In addition to defined technical requirements, accountable for consistently demonstrating service behaviors and principles defined by the Kaiser Permanente Service Quality Credo, the KP Mission as well as specific departmental/organizational initiatives. Also accountable for consistently demonstrating the knowledge, skills, abilities, and behaviors necessary to provide superior and culturally sensitive service to each other, to our members, and to purchasers, contracted providers and vendors.

**WORKPLACE SAFETY:** In addition to defined working conditions and physical requirements, employees are accountable for working safely; following established policies & procedures; utilizing all designated protective personal equipment (PPE) and/or safety equipment assigned for task; and reporting all injuries and hazards to their supervisor immediately.

Supervisors and Managers are accountable for ensuring the safety performance of employees; applying consistent practices in compliance with federal, state and local regulations; providing guidance to maintain a safe and healthy work environment.