

ALABAMA BOARD OF MEDICAL EXAMINERS

Investigative Data Analyst

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The Investigative Data Analyst will work with the Director of Investigations to conduct complex research and generate reports for current and future investigations. The Investigative Data Analyst will identify outliers in specific areas of the state as well as changes in prescribing trends. The Investigative Data Analyst will be responsible for providing data visualization through graphs and illustrations to report his/her research findings.

Essential Job Functions and Responsibilities

- Generate and analyze reports from proprietary computer systems and data warehouses
- Generate, compile, organize, and analyze investigative reports
- Proficiently detail findings through graphs and illustrations

Required Qualifications

- College degree in Management Information Systems or related field
- Three (3) years of experience performing data analysis
- Proficient in Microsoft Word and Excel
- Basic understanding of Tableau or ability to learn proprietary computer systems
- Able to effectively prioritize and meet deadlines
- Able to discretely handle confidential and sensitive information
- Excellent written, oral communication, and computer skills
- Courteous and professional demeanor

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Application Process

All cover letters and resumes should be mailed or emailed to:

Edwin Rogers
PO Box 946
Montgomery, AL 36104
erogers@albme.org

Submissions must be postmarked or emailed by the closing date of this announcement. Applicants must indicate whether they are willing to relocate to Montgomery, Alabama. Relocation expenses will not be paid.

Application Deadline: September 30, 2019

Number of Positions: One