



Job Description: Senior Program Analyst, The Leapfrog Group Washington, DC

Summary

[The Leapfrog Group](#) is a highly visible, national nonprofit organization representing private sector purchasers of health care who advocate for improvements in the quality, safety and value of health care. We are currently seeking candidates for the position of Senior Program Analyst, reporting to the Vice President of Health Care Ratings, to join Leapfrog's health care ratings team, which administers Leapfrog's current ratings programs and develops new ratings. Current programs include the annual [Leapfrog Hospital Survey](#), [Leapfrog Hospital Safety Grade](#), and new [Leapfrog Ambulatory Surgery Center \(ASC\) Survey](#).

Key Responsibilities and Objectives for Performance

1. Provide support and expertise to hospitals and ambulatory surgical centers participating in the Leapfrog Hospital Survey, Leapfrog Hospital Safety Grade, and Leapfrog Ambulatory Surgery Center Survey

- Provide clear and accurate responses to participants requiring technical and content-related assistance via Leapfrog's electronic help desk.
- Create calculators and other tools to assist participants in understanding the methodologies and scoring algorithms used in our ratings programs.
- Develop and maintain scoring documents for participants as well as the ratings team
- Develop and deliver presentations to participants via webinar and in-person meetings

2. Data Management and Acquisition

- Oversee the management of Leapfrog's NHSN Group for ambulatory surgery centers and maintain relationships with relevant CDC/NHSN representatives
- Oversee the monthly data review of responses submitted to the Leapfrog Hospital and Ambulatory Surgery Center Surveys
- Manage the acquisition of various data sets and maintain relationships with relevant representatives from the American Hospital Association, Centers for Medicare and Medicaid Services and others.
- Develop and maintain an archival system for storing data sets, reports, and report generators related to Leapfrog's ratings programs, data licensing program, and value-based purchasing platform

3. Calculate, manage, and analyze results from the Leapfrog's ratings programs to ensure results are accurate and used effectively.

- Develop, program, test, document, and manage complex scoring algorithms using SAS
- Develop and update multiple file layouts used in providing data and analytics to a variety of entities including health plans and other data licensees



- Provide summary and custom analysis for public presentations, reports, and other communications to highlight the results from Leapfrog's ratings programs
- Develop and maintain documentation for all scoring processes and file layouts
- Work directly with consultants, members, Regional Leaders, and others to develop reports and analysis for internal and external use

4. Ad hoc data analysis related to new and existing programs

Required Qualifications

The ideal candidate will be an individual who has:

- Significant knowledge and experience with SAS programming, including cleaning, managing, and analyzing large data sets; programming and using SAS macros; familiarity with SAS SQL; creating summary listings and tables; validating SAS codes and output.
- Significant experience with Microsoft Excel, including creating data sets; using formulas; developing charts using data sets; and integrating Excel-based charts and graphs into Microsoft Word-based reports
- Experience with programming, documentation, and managing data-driven health care projects
- Experience with other programming languages such as R or SPSS
- 5-7 years of experience and proven accomplishments in handling detailed-oriented assignments in health care, quality improvement, hospital administration, coding, and/or data collection and analysis
- A passion for Leapfrog's mission to improve the safety and quality of health care in the United States
- An ability to thrive in a small-team environment and work side-by-side with other analysts and consultants
- An ability to initiate and coordinate projects and handle multiple assignments
- A proven ability to provide professional and expert service to constituents
- A bachelor's or master's degree in a related field

Term of Employment

This will be a full-time position based in the Washington, DC, office. A competitive salary will be offered, reflective of the chosen candidate's experience and training. The Leapfrog Group offers its employees a comprehensive and highly competitive benefits package, including health, dental/vision, disability, and life insurance; a 401(k) with significant employer contributions; transit subsidy; and paid vacation, sick time, and paid parental leave.

Application Instructions

Send a cover letter plus resume by email only to HR@leapfrog-group.org with the subject line "Senior Program Analyst."