THE LEAPFROG GROUP
POSITION DESCRIPTION

Title
Program Analyst, Health Care Ratings

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 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
The successful candidate will achieve the following:

1. Provide support and expertise to hospitals and ambulatory surgical centers participating in the Leapfrog's current ratings programs.

- 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
- Lead 1:1 technical assistance calls and program orientations for hospitals and ASCs
- Develop and deliver presentations to hospitals and ASCs regarding the measures, measure specifications, and scoring algorithms used in Leapfrog's current ratings programs.

2. Data Review, Management and Analysis

- Lead facility roster management of over 4,000 hospitals and over 5,000 ASCs, including learning CiviCRM and using multiple data sources to update records
- Support the monthly data review of survey responses collected via the Leapfrog Hospital and ASC Surveys
- Administer Leapfrog's NHSN Group which includes hospital-acquired infection data for over 2,000 hospitals
- Support Leapfrog's business development team by responding to monthly and custom data licensee requests
- Develop, update, and maintain internal documentation of data management processes
- Develop, update, and maintain scoring algorithms and other documents published on Leapfrog's website
- Support ad hoc data analysis requests from Leapfrog's staff and constituents

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

- Develop, program, and test 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 using SAS
- Perform analysis for presentations, reports, and other communications to highlight the program results

Qualifications
The ideal candidate will be an individual who has:

- 2-3 years of 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
- 2-3 years of 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
- 2-3 years of experience with programming, documentation, and managing data-driven health care projects
- 2-3 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
- Experience in other programming languages and/or Tableau is a plus
- A passion for Leapfrog's mission to improve the safety and quality of health care in the United States
- A proven ability to thrive in a small-team environment and work side-by-side with other analysts and consultants
- A proven ability to initiate and coordinate projects and handle multiple assignments
- A proven ability to provide professional and expert service to constituents
- A bachelor's degree required in a related field; master's degree preferred

Term of Employment
The position is a full-time position, based at Leapfrog's offices in Washington, D.C. Leapfrog offers a highly competitive salary and benefits package, including health, dental/vision, disability, and life insurance; paid parental leave, paid sick time and vacation time, a 401k option; and transit and education benefit.

Application Instructions
Send a cover letter plus resume by email only to HR@leapfrog-group.org.