

Job Title/#: Research Analyst, Department: Finance Administration
 Reports to: Chief Financial Officer Date Written/Revised: April 21, 2008
 FLSA
 Job Family: Finance/other Status/Grade: Exempt/14

Mission Statement

Nevada Cancer Institute reduces the burden of cancer for Nevada, the nation and the world through innovative and collaborative research, education and patient care.

Job Summary

The Analyst is responsible for timely completion of activities related to a variety of strategic and executional research projects that range in scope from evaluating the financial impacts of public policy decisions to operational analysis, volume and trend analysis from external data sources, forecasting, and other ad hoc reports requested from the CFO and other Management involved in strategic planning and special projects as directed to support the Board of Directors. Many of these analyses will involve the use of nontraditional and public domain data, and data that is sourced from academic healthcare but outside the NVCI. In some situations, the financial modeling will be done via Hospital Advisor, a module of the Kaufman Hall Advisor Suite of programs that the NVCI currently uses for budgeting, capital planning and acquisition. Performs all duties in accordance with NVCI's mission, vision and values of Discovery, Excellence, Collaboration, Compassion, Integrity, and Stewardship.

Ages Served

- Neonates (birth-28 days) Pediatrics (1-12 years) Adults (18-64 years) Not Applicable
 Infants (29 days-less than 1 year) Adolescents (13-17 years) Geriatrics (65 years and older)

Qualifications

A Bachelor's degree and a minimum of three to five years of related experience is required. Master degree preferred. Experience in healthcare industry in strategic planning, forecasting, and modeling is preferred as well as material experience in an unrelated or tangent industry. Required to define problems collect data, establish facts, and draw valid conclusions. Must possess the ability to interpret and analyze financial data that applies to business solutions, and to draw data from multiple software/sources for analysis, even when some investigative work is required. Must be able to utilize word processing, spreadsheet and presentation software (e.g. MS Excel, Word, PowerPoint, Access, etc.). This position involves the development and reporting of data analysis. Must possess the ability to work independently and provide completed, accurate tasks in a timely manner, often in time-sensitive situations, and must be able to work well with individuals across different functional areas and departments. Must be able to comprehend and apply principles of accounting to business practices as well as ability to interpret financial reports and models. Must be able to

work with mathematical concepts such as probability and statistical inference and apply mathematical operation to such tasks as frequency distribution, analysis of variance and correlation techniques. Must possess the ability to read, analyze, and interpret business periodicals, professional journals or government regulations. Must be able to write reports, business correspondence, and/or procedures clearly and concisely. Must possess the ability to present information effectively and respond to questions from all levels of management. Must be able to communicate tactfully and effectively while maintaining confidentiality. Must be able to solve practical problems and deal with a variety of abstract and concrete variables where limited standardization exists.

Essential Functions/Competencies	
Essential Job Function	Evaluation Method
Work with strategic development initiatives with a focus on due diligence, primary and secondary research, and financial modeling.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____
Perform research and intelligence gathering in a persistent, creative and resourceful way that demonstrates maturity and initiative. Identify and establish network of reliable resources.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____
Develop an understanding of industry and market drivers. With that insight, produce industry and company profiles and forward looking projections for the purposes of perspective and meaningful comparisons and decision making.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____
Apply quantitative and qualitative analyses, and interpret results to Management within written and oral communications and presentations. Excellent communication skills are essential.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____
Multitask and prioritize effectively, and adapt to varied assignments and situations. Must be able to work under time pressure and be a self-starter.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____
Completes special projects and analyzes as assigned.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab

	<input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____
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General Essential Functions/Competencies

General Job Function	Evaluation Method
Exemplifies the values of NVCI by displaying Discovery, Excellence, Collaboration, Compassion, Integrity and Stewardship as a positive example at all times.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____
Ensures and maintains confidentiality, privacy and compliance of patients rights in accordance with HIPPA regulations and NVCI policies.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____
Contributes to an atmosphere that encourages coworkers and staff to share ideas, discuss concerns, and work towards resolution of issues or conflicts.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____
Remains calm and follows standard procedures during a crisis situation.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____
Portrays a professional appearance and image of NVCI.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____
Demonstrates a high level of service delivery and does whatever is necessary to ensure patient satisfaction.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____

Follows established safe practices regarding the safety and security of themselves, co-workers, and patients.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____
Adheres to all NVCI company and departmental policies and procedures.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____
Performs other duties as assigned.	<input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Direct Observation/Checklist <input type="checkbox"/> Video Review <input type="checkbox"/> Skills Lab <input type="checkbox"/> Self Study/Test <input type="checkbox"/> Other _____

ADA Requirements

Must have ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routing reports and correspondence. The employee must frequently lift up to 5 lbs and occasionally lift up to 30 lbs. The employee must constantly sit for long periods of time and operate a computer. The employee is frequently required to operate standard office machines, move freely about, and answer using the telephone. The employee will seldom be required to crawl, crouch, kneel, push/pull, reach above shoulder, squat, twist, and walk up/down stairs. The employee will occasionally be required to bend/stoop and lift. The employee will frequently be required to use a computer and telephone. The employee will occasionally be required to use a copy machine and facsimile. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee will be required to travel.

Job Description Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Employees are assigned job titles and corresponding job descriptions when they meet minimum requirements and fulfill the business needs of the organization. Employees may meet minimum requirements of other positions but will need to follow the NVCI recruitment process to apply for these positions.

I acknowledge I have read and understand the above job description. I also acknowledge the Essential Functions listed in this job description are meant as an overview of the position, and

Analyst, Due Diligence

assignments outside those described may be required.

Are you able to perform the essential functions listed in this job description?

Yes

No

Employee Signature

Date

Manager Signature

Date