The American Board of Psychiatry and Neurology, Inc.

**Data Analyst**

***PRIMARY PURPOSE:*** Responsible for the management and analysis of ABPN examination related data.

***ESSENTIAL DUTIES AND RESPONSIBILITIES:***

***1. Test Scoring, Analysis, and Reporting (70%)***

a) Manages all phases of computer-based test scoring and reporting, including downloading examinee records, setting-up scoring files, running test scoring programs, verifying accuracy of examination results, and producing score reports.
b) Analyzes examination results, including identification of problematic data. In such instances, investigates sources of error and reanalyzes data as indicated.
c) Identifies problematic items and prepares reports for committee chairs and test developers.
d) Conducts Rasch analysis and other analyses for standard setting and prepares written recommendations for standard setting.
e) Writes final examination reports describing the psychometric characteristics of examinations.
f) Documents scoring procedures.
g) Analyzes scoring procedures and recommends enhancements.
h) Responds to inquiries from directors, test committee members, examinees, and ABPN staff about examination results.
i) Maintains files (paper and electronic documentation) for examinations.
j) Maintains item statistics in item bank.
k) Uses Rasch analysis to calibrate item bank.

***2. Applied Research (25%)***

Assists Vice President, Research and Development in developing and carrying out research and development projects, including proposal development and review, literature review, data entry, data collection, database queries, data analysis, and report writing.

***3. Other duties (5%)***

a) Participates on staff committees as needed.

b) Understands and adheres to all of the ABPN procedures and policies as well the ABPN Employee Manual and the ABPN Office Procedure Manual.
c) Other duties as assigned.

**POSITION REQUIREMENTS:**

- **Required education:** Master's degree or the equivalent in statistics/applied statistics, data science, quantitative analysis, measurement or related field
- **Preferred experience:** Three to five years in data analysis, data management, and statistical analysis in a testing organization or similar environment. Experience with scoring and item calibration using item response theory is highly desirable.
- **Computer skills:** Word processing software, databases, statistical packages (e.g.,
  Excel, Access, SPSS, SAS), and item calibration software, SQL+, Oracle, R, Python

**Administrative Skills:**

- Strong written and oral communication skills
- Ability to interact effectively with highly educated, professional clientele
- Ability to prioritize, organize and manage multiple projects
- Ability to work well under deadline pressures
- Attention to detail
- Strong service orientation
- Tact and discretion
- Cooperative attitude; team player
- Availability for work related travel

**Other Skills:**

- Ability to operate various office equipment including, personal computer, calculator, fax and copier.

**Physical Demands:**

While performing the duties of this job, the employee is:

- Regularly required to sit
- Frequently required to use hands and fingers, handle and touch objects or controls and talk and hear
- Occasionally required to stand, walk, climb stairs, reach with hands and arms, and reach above shoulders
- Occasionally required to push, pull, lift and/or move up to 30 pounds
- Occasionally required to balance, stoop, kneel, crouch and bend
- Must be able to work at close range and have clear vision at 20 inches or less

- Must be able to have the ability to adjust focus in order to bring an object into sharp focus

Revised 11/27/2019

**Supervision Exercised**: None
**Reports to:** Vice President, Test Development
**Classification**: Exempt
**Approvals**:
Vice President, Test Development: _____

President and CEO: _____

**Date Completed**: _____