



**Job Code:** 9681

**Grade:** 22

**HCWR:** N

**Job Title**

Supply Chain Systems Analyst

**Department**

Supply Chain

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Supply Chain Systems Analyst provides support to the department in managing master data, ensuring data integrity, and overseeing the configuration of purchasing and contracting systems. The Supply Chain Systems Analyst assists with data related projects or initiatives; provides valuable feedback and recommendations regarding any potential process or system improvements.

**Typical Duties**

- Oversees overall system maintenance, operations, and integration activity
- Provides guidance and training around Supply Chain data and systems to users throughout Cook County Health (CCH) when needed. Collaborates with the Leadership, including HIS, to define master data strategy, ensure data integrity throughout the Supply Chain, and enhance system functionality and processes
- Initiates the activation of executed new contracts and amendments in ERP system
- Leads projects to improve processes and policies around all system related initiatives and ongoing processes
- Develops performance standards for master data maintenance and monitors performance against those standards
- Collaborates with IT to procure and implement effective information technology systems
- Performs related duties as assigned

**Minimum Qualifications**

- Bachelor's degree from an accredited college or university
- Minimum two (2) years of experience in analytics or information systems roles
- Two (2) years of master data maintenance and/or data governance experience, including system data integration
- Intermediate proficiency using Microsoft Office (Excel and Word)

**Preferred Qualifications**

- Bachelor's degree in informatics, management of information systems, data science, business, supply chain, or closely related field
- Minimum two (2) years of experience in analytics/information systems roles in a healthcare setting
- Two (2) years of experience with supply chain/procurement analytics (e.g., collection, cleansing, analysis, and interpretation of supply chain data)
- Advanced proficiency using Microsoft Office Suite (Access and Excel)
- Prior experience with applying application and environment patches



**Preferred Qualifications**

- GHX experience
- Experience in ERP Supply Chain applications, and DocuSign or Contract Lifecycle Management (CLM) system

**Knowledge, Skills, Abilities and Other Characteristics**

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups.
- Exceptional organizational skills and the ability to manage multiple projects to completion
- Demonstrated analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills.
- Ability to interpret and comprehend complex contract conditions and identify potential liabilities and areas for improvement.
- Ability to prioritize, plan, and organize projects and tasks.
- Ability to adhere to department policies and standards utilizing best practices.
- Ability to train by presenting concepts and demonstrating tasks.
- Ability to perform accurate and reliable mathematical equations and estimates.

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**