

POSITION OVERVIEW

Job Title: Operations Analyst
Business Title: Operations Analyst
Job Code: OPSANYS
FLSA Status: Exempt
Department: Southwest Ops
Reports to: Senior Director of Operations
Location: Remote
Draft Date: 7/20/2026
Revision Date:
Approved By: Melissa Ford
Role: Individual Contributor

POSITION SUMMARY

We are seeking an Operations Analyst to join our Houston area Operations team. In this role, you will provide critical analytical and operational support to our leadership team, including the Senior Director of Operations, Associate Vice President and Regional Vice President of Operations and Integrations. You will play a key role in developing and optimizing processes to drive operational improvements, conducting data analysis, identifying trends, and creating supporting materials for executive report-outs. Working closely with the Senior Director, you will assess operational objectives, evaluate performance metrics, and identify opportunities to streamline processes. You'll be a great fit if your strengths include advanced analytical skills, attention to detail, and a passion for healthcare operations.

Who We Are and What We Do

Radiology Partners, through its owned and affiliated practices, is a leading radiology practice in the U.S., serving hospitals and other healthcare facilities across the nation. As a physician-led and physician-owned practice, our mission is to transform radiology by innovating across clinical value, technology, service, and economics, while elevating the role of radiology and radiologists in healthcare. Using a proven healthcare services model, Radiology Partners provides consistent, high-quality care to patients, while delivering enhanced value to the hospitals, clinics, imaging centers and referring physicians we serve.

Why Radiology Partners and/OR Department:

- Competitive Benefits package – Eligibility starts the month after hire, with tiered options to choose from.
- Compensation Reviews, Career Growth Opportunities
- Flexible Remote Schedules
- Generous PTO Plans and Paid Holidays
- Proudly Certified as a Great Place to Work for Five Consecutive Years

POSITION DUTIES AND RESPONSIBILITIES

- **Data Analysis:** Analyze large datasets to identify trends, insights, and opportunities for process improvements. Use Excel, Smartsheet, and other tools to organize and manipulate data, applying advanced formulas and functions to synthesize detailed findings into actionable insights and recommendations.
- **Reporting:** Create reports and dashboards to track key performance indicators (KPIs) and assist with decision-making
- **Strategic Thinking & Problem Solving:** Contribute to strategic planning discussions, offering analytical insights that inform decision-making. Take ownership of key projects and manage deliverables to meet deadlines.
- **Process Improvement:** Assist in the development and optimization of operational processes. Support the operating team in identifying inefficiencies and recommending solutions to enhance operational effectiveness.



- **Collaboration with Stakeholders:** Work closely with operations directors, Finance and other cross-functional teams to support business goals. Assist in the implementation of strategic initiatives that enhance client satisfaction and improve operational performance.
- **Documentation:** Assist in creating and maintaining detailed documentation for operational processes and project progress. Ensure accurate tracking of key metrics and outcomes.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced Excel and Smartsheet (reporting expertise), PowerPoint, and Tableau skills
- Excellent analytical and problem-solving skills
- Highly motivated self-starter who is an excellent team player
- Outstanding organizational and communication (both verbal and written) skills

REQUIRED QUALIFICATIONS

- Bachelor's degree required
- 1-3 years' experience in investment banking, consulting, finance, accounting or corporate development field or in a related function highly preferred

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- Healthcare background is a plus
- Experience working collaboratively across multiple functions (Operations/Finance/IT/Rev Cycle/HR/Analytics/Clinical) a plus

COMPENSATION

The salary range for this position is \$60,000-\$65,000. Final determinations may vary based on several factors including but not limited to education, work experience, certifications, geographic location etc. This role is also eligible for an annual discretionary bonus.

Radiology Partners is an equal opportunity employer. RP is committed to being an inclusive, safe and welcoming environment where everyone has equal access and equitable resources to reach their full potential. We are united by our Mission to Transform Radiology and in turn have an important impact on the patients we serve and the healthcare system overall. We hold that diversity is a key source of strength from which we will build a practice culture that is inclusive for all. Our goal is to empower and engage the voice of every teammate to promote awareness, compassion and a healthy respect for differences.

CCPA Notice: When you submit a job application or resume, you are providing the Practice with the following categories of personal information that the Practice will use for the purpose of evaluating your candidacy for employment: (1) Personal Identifiers; and (2) Education and Employment History.

Radiology Partners participates in [E-verify](#).

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

☒ Never ☐ Occasionally ☐ Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

☒ Never ☐ Occasionally ☐ Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

☐ Never ☐ Occasionally ☒ Constantly



Moving about to accomplish tasks or moving from one worksite to another.

☒ Never ☐ Occasionally ☐ Constantly

Adjusting or moving objects up to 15 pounds in all directions.

☒ Never ☐ Occasionally ☐ Constantly

Communicating with others to exchange information.

☐ Never ☐ Occasionally ☒ Constantly

Repeating motions that may include the wrists, hands and/or fingers.

☒ Never ☐ Occasionally ☐ Constantly

Operating machinery and/or power tools.

☒ Never ☐ Occasionally ☐ Constantly

Operating motor vehicles or heavy equipment.

☒ Never ☐ Occasionally ☐ Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

☐ Never ☐ Occasionally ☒ Constantly

Environmental Conditions

Low temperatures.

☒ Never ☐ Occasionally ☐ Constantly

High temperatures.

☒ Never ☐ Occasionally ☐ Constantly

Outdoor elements such as precipitation and wind.

☒ Never ☐ Occasionally ☐ Constantly

Noisy environments.

☒ Never ☐ Occasionally ☐ Constantly

Hazardous conditions.

☒ Never ☐ Occasionally ☐ Constantly

Poor ventilation.

☒ Never ☐ Occasionally ☐ Constantly

Small and/or enclosed spaces.

☒ Never ☐ Occasionally ☐ Constantly

No adverse environmental conditions expected.

☒ Never ☐ Occasionally ☐ Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

☐ Never ☐ Occasionally ☒ Constantly

Light work that includes moving objects up to 20 pounds.

☒ Never ☐ Occasionally ☐ Constantly

Medium work that includes moving objects up to 50 pounds.

☒ Never ☐ Occasionally ☐ Constantly

Heavy work that includes moving objects up to 100 pounds or more.

☒ Never ☐ Occasionally ☐ Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.



I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date