

POSITION DESCRIPTION

Job Title: Manager of Healthcare Data Analytics
Status: Exempt
Department: Product Management

PURPOSE:

This role provides both strategic and technical consulting services and will play a key role in designing and managing performance of products that are smarter about how healthcare funds are spent. This role will interact with senior leadership, external vendors and business partners to collect information; develop models and perform analysis; provide data driven recommendations; and summarize their analysis in reports, spreadsheets and charts.

Key functional areas include:

- 1) Cost Containment – Analyze product cost drivers and cost containment strategies. Developing and maintaining product performance reporting, including the ability to assess the cost and health impact of program changes.
- 2) Product Performance – Collecting and analyzing data to evaluate health plan financial performance.
- 3) Assisting in Developing Product Pricing – Assisting in developing pricing models for new products. Pricing alternative plan designs to help define product strategy. Evaluating the pricing impact of changes to the existing product portfolio.
- 4) Assisting in Product Implementation – Help implement new products and programs.

The ideal candidate is an excellent communicator and collaborator and able to work with a diverse group to get consensus and drive a product or project forward. They have an ability to listen with a natural curiosity and ask questions to clearly define the scope of a question to be answered or problem to be solved. They have demonstrated problem solving and analytical abilities and have used those skills to develop pricing recommendations by performing analysis that involves retrieving, reviewing and analyzing appropriate data and populating data models.

ESSENTIAL FUNCTIONS:

- 80% 1. Supports the overall management and execution of analytic activities related to cost containment efforts and product performance. Detailed tasks include:
- a. Using a combination of analytical tools (i.e. SAS, Access, Excel, and/or SQL) to create, merge, and query large data sets. Providing data-supported analytical insights and recommendations for cost containment and product performance.
 - b. Summarizing complex data involving surveys, financial data, and healthcare medical claims data, including various outcomes related to illnesses, claims experience, network performance, and benefit changes.
 - c. Taking ownership of data quality and accuracy, including an understanding of methods to store, retrieve, validate and manage complex data.

- 15% 2. Coordinate implementation and ongoing support of new products and existing products.
- a. Work with all departments to establish and execute product implementation plans.
 - b. Support implementation and maintenance activities related to vendors and partners, including networks, repricing, and clinical support vendors.

- 5% 3. Assist with special projects as requested by management.

REQUIREMENTS

1. Associates degree or equivalent. Relevant work experience can be considered in lieu of education. Ideal candidate will have some actuarial exposure. Working toward, or having achieved, an Associate of the Society of Actuaries designation is preferred, but not required.
2. Two years of insurance or clinical experience, preferably in a data analytics, claims processing, or product management role.
3. Ability to perform intermediate to advanced math. Experience in statistics, data modeling using Access, Excel, and/or SQL is preferred.
4. Ability to listen with a natural curiosity and ask probing and pertinent question to clearly define the scope of a question to be answered or problem to be solved.
5. Excellent communicator and collaborator and able to work with a diverse group, get consensus, and drive a product or project forward. Ability to express self clearly in a courteous, confident and consistent manner.
6. Focused on execution and getting things done even in situations with high level of ambiguity. Have an entrepreneurial mind and thrive in an agile environment, preferably with a passion for using technology to solve problems in a user-centric way.
7. Ability to create presentations & exhibits in formats that meet various audience levels.
8. Demonstrated decision making, problem solving and analytical abilities.
9. Ability to meet company attendance requirements and work extended hours as needed.
10. Ability to work under and handle stress associated with varying workloads and deadlines.
11. Ability to speak English fluently. Ability to read, comprehend, follow and give written and verbal English instructions.

FACTORS IMPORTANT TO SUCCESSFUL PERFORMANCE OF POSITION:

Problem Solving
Analytical ability

Interpersonal skills
Entrepreneurial

Communication skills
Detail oriented

The position requires critical thinking and problem solving skills with sufficient attention to detail to design, develop, test and summarize data models and analysis. Excellent communication and interpersonal skills are needed in verbal contact and written correspondence internally.

PHYSICAL DEMANDS OF POSITION:

Standing/Sitting	85% of time	Attend/conduct meetings and reviewing data
Walking	15% of time	To meetings or assist employees with system problems
Lifting/Carrying 20 lbs.	<1% of time	Carry files. Move desks or equipment
Climbing/Balancing/ Stooping/Kneeling	<1% of time	General office responsibilities
Reaching/Handling	50% of time	Reach for data on desk, use computer, telephone
Speaking	40% of time	Speaking with employees and management
Hearing	40% of time	Listening to employees and management
Seeing	100% of time	Review claims, reports and computer systems
Color Vision	20% of time	Form, reports colors

Note: Applicants who need accommodation for an interview or job testing, please request this in advance to the Human Resources Department.