



Center for Improving Value in Health Care (CIVHC)
JOB DESCRIPTION

Position Title: Manager of Analytics and Reporting
Reports To: Director of Data Operations
Job Classification: Exempt, Full-time
Salary: \$90,000-\$110,000

About CIVHC:

Center for Improving Value in Health Care (CIVHC) is an objective, not-for-profit organization. Through services, health data, and analytics, we partner with Change Agents to drive towards the Triple Aim for all Coloradans. We believe that together we can alter the trajectory of health care and we are privileged to serve those striving toward a better health system for us all. We strive to empower individuals, communities, and organizations through collaborative support services and health care information to advance the Triple Aim of better health, better care, and lower costs.

We are committed to working toward diversifying our staff, board, and committees, and creating a culture of inclusivity with an intention to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

Overview:

- The Manager of Analytics and Reporting is responsible for the success of the Analytics and Reporting team by leading the team in project scoping, research, applied analytics, and reporting to put the CO APCD data into action. The Manager of Analytics and Reporting works with vendors, staff, and external stakeholders to identify best practices to ensure analyses and reports are complete, accurate, well-documented, and capable of satisfying specific stakeholder use cases. In addition to the technical expertise requirements, this position contributes to problem solving and the success of the team and CIVHC. Professional experience interacting with health care professionals, academics, and community groups, and connecting data and analytics to health is required.
- Success in this position will be measured by the quality of analytics and reporting produced, including compliance, accuracy, comprehensiveness, documentation, and usability.

Minimum Qualifications:

- Bachelor's degree, Master's preferred; Eight years claims analysis and reporting with management experience can be accepted in lieu of education.
- Three years of experience in claims data analysis and reporting.
- Two years of experience managing an analytic and reporting team or demonstration of progressive leadership responsibilities.
- Experience working with big data in an enterprise data warehouse environment.
- Experience identifying and implementing analytic best practices.
- Coding and development experience using SQL, SAS.
- Experience with standard claim grouping methods.
- In-depth knowledge of claim billing and processing.
- Familiarity with EMR systems.
- Familiarity with provider business operations, hospital preferred

**Preferred and Essential Skills:**

- Ability to communicate clearly about complex analytics.
- Project management and documentation
- Study design and project scoping, including methodological development and evaluation.
- Experience with data visualization and report building.
- Process improvement
- Data and analytic quality validation
- Resource planning and allocation
- Intellectual curiosity
- Leadership, coaching, and contribution to the CIVHC knowledge base.

Benefits:

- 403(b) Retirement Plan
- Medical, Dental, and Vision plans
- Healthcare and Dependent Care Flexible Spending Account options
- Paid life insurance
- Short- and long-term disability coverage
- 9 paid holidays per year plus generous personal time off
- Company-paid parking
- On-site workout facility
- Excellent work-life programs, such as flexible schedules, and work-from-home options
- Employee wellness program
- Internal professional development opportunities
- Position may qualify for Public Service Loan Forgiveness Program. For more information, go to: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

Physical Requirements:

- Ability to work at a computer for extended periods
- Ability to travel to and from meetings; some overnight travel may be required.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Application Instructions:

Interested candidates may submit cover letters and resumes to careers@civhc.org. Please include the job title and your name in the email subject line. You will only be contacted if you are selected for an interview.