



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

**Position Title:** Health Care Program Evaluation Analyst (Level III-IV)  
**Reports To:** Director of Health Care Programs  
**Job Classification:** Exempt, Full-time  
**Salary:** \$69,000-\$94,000 annual

### 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, creating a culture of diversity and inclusivity with an intention to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

### Overview:

The Program Evaluation Analyst is responsible for managing and conducting program evaluation activities for high-profile stakeholder(s). Participate in the design of research and evaluation strategies, statistical analysis plans, data collection and governance plans. Successful applicants will have demonstrated quantitative, qualitative and/or mixed methods research skills, excellent verbal and written communication skills, and the ability to work effectively as a member of a multidisciplinary team. Contributes subject matter expertise and analytic guidance in collaboration with CIVHC team members. Collaborates to identify and apply for funding opportunities to support research and evaluation projects in alignment with CIVHC priorities. Supports the dissemination of results and evidence through academic and non-academic channels including academic journals and presenting papers at scientific and other stakeholder meetings and forums. Provides internal support for the review and interpretation of outcome measures to evaluate CIVHC initiatives.

- Supports the design, development and implementation of strategies for program evaluation in concert with CIVHC, community, government, and foundation partners.
- Conducts evaluation and scientific research under the direction of the Director Research and Performance Measurement and Director of Health Care Programs.

Critical analysis: researches, strategizes and applies analytical methods to solve complex problems. Provide timely analysis to pressing issues when they arise. Directs and develops research methodology used. Analyze systems, programs, datasets and reports to enhance the efficacy of programs, processes, procedures, goals and objectives. Create metrics, examine data, interpret findings and extract insights.



Stakeholder engagement: maintains proactive communication with key internal and external stakeholders; presents data and recommendations internal and external partners in effort to highlight high performing projects and areas of improvement. Works closely with functional experts, provides mentorship and catalyzes strong collaboration among all resources involved.

**Minimum Qualifications:**

- Minimum five (5) years of experience in program evaluation
- Minimum three (3) years population health research, community-based public health research and/or other healthcare research
- Must have experience in design, development, implementation, and monitoring of data collection and evaluation plans.
- Experience working with big data in an enterprise data warehouse environment.
- Analytic and reporting experience using SQL, SAS
- Experience in the evaluation of health and healthcare improvement initiatives.
- Ability to interpret complex data and information into presentations promoting understanding for all audience levels, required.

**Education**

- Required, bachelor's and master's degree in Health Sciences, Business, Healthcare Administration, behavioral science, health services research, or related field OR six (6) years of experience in a directly related field.

**Preferred and Essential Skills:**

- Strong interpersonal relationship and presentation skills necessary.
- Demonstrated strong skills required in the following:
  - Problem solving in a complex systems environment,
  - Strategic communications and planning,
  - Multi-disciplinary collaboration, and
  - Ability to work effectively and drive consensus amid diverse stakeholders.
- Exceptional written, verbal and presentation communication skills.
- Project management and documentation experience
- Study design and project scoping, including methodological development and evaluation.
- Experience and expertise in conducting independent research;
- Experience with data visualization and report building.
- Experience in process improvement
- In-depth knowledge of claim billing and processing.
- Familiarity with EMR/EHR systems, preferred.
- Familiarity with provider and payer business operations
- Intellectual curiosity
- Leadership, coaching, and contribution to the CIVHC knowledge base

**Benefits:**

- 403b 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](mailto: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.