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

Position Title: Data Quality Analyst (Level II or III)
Reports To: Manager of Data Quality
Job Classification: Exempt, Full-time
Salary: $58,500-$81,800

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:

- As a member of Data Quality team, the Data Quality Analyst is responsible for supporting data intake, data processing, data enhancements, and end-user documentation. The Data Quality Analyst supports the Data Quality team to identify best practices to ensure claims data in the CO APCD is complete, accurate, well-documented, and capable of satisfying a variety of existing and innovative use cases. The Data Quality Analyst helps identify opportunities to develop new data management and analytics capabilities to better serve CIVHC stakeholders.

- Success in this role will be measured according to the quality, completeness, and usability of CIVHC administered data.

Minimum Qualifications:

- Bachelor's degree, Master's preferred; Five years claims data quality analysis in lieu of education
- Two years claims data quality analysis
- Experience working with big data in an enterprise data warehouse environment
- Coding and development experience using SQL, SAS
- In-depth knowledge of claim billing and processing

Preferred and Essential Skills:

- Project scoping
- Development, application, and documentation of data management methods
- Data scrubbing and validation
- Ability to communicate clearly about complex data topics, verbally and in writing.

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. 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.