



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

**Position Title:** State Initiatives Program Manager  
**Reports To:** VP of Client Solutions & State Initiatives  
**Job Classification:** Exempt, Full-time  
**Salary:** \$85,000 - \$100,000

### About CIVHC:

Center for Improving Value in Health Care (CIVHC) is an objective, not-for-profit organization. CIVHC is the state-appointed administrator of Colorado's All Payer Claims Database (CO APCD) and collaborates with stakeholders in several programmatic areas, including advance care planning, palliative care, and health data literacy. 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.

CIVHC is committed to working towards 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 State Initiatives Program Manager works collaboratively with CIVHC and Colorado government teams to develop project plans, track activities, and ensure accurate, complete, and timely delivery of projects to our state partners. The position provides coordination and oversight across internal teams to organize tasks involved in completing multiple projects, and maintains open lines of communication with key individuals and groups both internally and externally. The Program Manager also provides leadership and guidance related to new analyses, special projects, and state initiatives to help realize CIVHC's strategic objectives in alignment with State goals. This position is an integral part of CIVHC's team, working collaboratively with senior leadership across departments. The position reports to the VP of Client Solutions & State Initiatives and frequently interacts directly with CIVHC's President/CEO.

The State Initiatives Program Manager plays a key role in shaping CIVHC's administration of the Colorado All Payer Claims Database as a State asset, focusing on state-specific programs, data projects, and health care analytics. The position has oversight of key personnel on state-specific projects and contributes to organizational decision-making through work with multiple departments and project leads, committees, and direct collaboration with CIVHC state partners. The State Initiatives Program Manager organizes the resources necessary to carry out projects and is responsible for ensuring State Government projects are delivered with the highest level of quality standards. This includes serving as the project lead, delegating tasks, conducting and participating in regular meetings with team members to monitor the status of each effort, and ensuring all CIVHC deliverables are accurate, complete, meet specified requirements, and are delivered in a timely manner.



The State Initiatives Program Manager must have strong communication skills and collaborates with all CIVHC departments.

**Role Specifics:**

- Serve as the primary point of contact and work collaboratively with state government officials and project leads from multiple state agencies, including focused work with the Dept. of Health Care Policy and Financing, driving the execution of data projects from the Colorado APCD to meet specific state goals and objectives.
- Ensure the state projects are accurate, complete, and delivered in a timely manner within agreed upon specifications.
- Pro-actively work with the CIVHC team to develop detailed project plans and associated roadmaps. Ensure project goals and deliverables are in alignment between the Department of Health Care Policy and Financing, other state agencies and the CIVHC team.
- Oversee key personnel performing work associated with state projects
- Monitor all phases of state projects in accordance with agreed upon work plans and timelines.
- Manage other state related projects as needed.
- Present to stakeholders and interested groups about CIVHC programs and CO APCD data and analytic capabilities
- Support state contract negotiation efforts in collaboration with the VP of Client Solutions & State Initiatives.
- Meet regularly with state government partners for the purpose of obtaining input and feedback to improve the value of CO APCD data and reporting.
- Identify new opportunities to develop statewide initiatives driven or supported by CO APCD data and aligned with State of Colorado goals.

**Other Requirements**

- The State Initiatives Program Manager must be a self-starter and have the skills to facilitate and collaborate with others to ensure that projects are completed on time and within budget.
- Strong project management skills are required to manage, deliver and report on multiple projects and contract requirements occurring simultaneously while in different stages throughout contract cycles.
- The position may supervise and monitor the work of outside contractors and vendors in supporting projects.
- The State Initiatives Program Manager must be able to understand and speak to the needs of diverse stakeholders with a specific focus on state government initiatives.

**Minimum Qualifications:**

- Bachelor's degree in public health, public policy, statistics, business, IT or other related field of study. 10 years of relevant experience will be considered in lieu of the education requirements.
- 5-7 years of project or program management experience
- A minimum of five years of experience working with, or working within a health care or insurance focused state agency.
- Experience calculating and/or reporting health care performance measures, quality metrics, and value-based analysis.
- Extensive understanding of data utilization in a health care setting.

**Preferred and Essential Skills:**

- Project Management certification preferred.
- Experience with large scale data sets and strong comfort level with system-wide and detail-level analytics. Claims data experience preferred.
- Experience in the health care field and a working knowledge of the health care system, including current trends in care delivery and payment reform.
- Experience in the Colorado health care system is preferred, as well as an in-depth understanding of the role of Colorado's state government plays in health care.
- Experience developing and executing long-term work plans with multiple contributing partners and overlapping deliverable deadlines.

**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.