



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

Basic Overview

The State Initiatives Program Manager works collaboratively with internal and Colorado government teams to develop project plans, track activities, and ensure accurate 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. This position is an integral part of CIVHC's team, working collaboratively with senior leadership across departments, with an indirect relationship with CIVHC's President/CEO.

Role and Key Responsibilities

Overall: 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 contributes to organizational decision-making through work with multiple departments and project leads, committees, and direct collaboration with CIVHC stakeholders. At the tactical level, the State Initiatives Program Manager organizes the resources necessary to carry out projects and, when necessary, organizes teams to work on special projects and certain statewide initiative efforts within CIVHC.

The State Initiatives Program Manager 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 complete, meet requirements, and are delivered in a timely manner.

Programs under this position's purview are identified by CIVHC's management team and assigned by CIVHC's VP of Client Solutions & State Initiatives. The State Initiatives Program Manager reports the progress and findings of projects and initiative efforts to CIVHC staff, committees, and CIVHC-related stakeholders, including high level staff at multiple state agencies.

The Program Manager collaborates with the senior leadership team, analytics team, technical project manager, communication and marketing team, and client solutions and state initiatives team to deliver on strategies and state programs.

Role Specifics:

- 60% - Manage the development and execution of state government and other multi-stakeholder projects. This role entails being creative and working with large-scale, key stakeholders (e.g. state government agencies and academic institutions) to utilize data and analytics from the Colorado All

Payer Claims Database (CO APCD) to advance the Triple Aim objectives of better care, better health, and lower costs. Responsibilities include:

1. Manage the execution of state government projects, including, but not limited to, projects involving the Dept. of Health Care Policy and Financing, the Dept. of Human Services, the Dept. of Public Health and Environment, the Dept. of Regulatory Agencies and the Division of Insurance, the Department of Human Services, and other state agencies as needed.
 2. Work collaboratively with state government officials and project leads to fully understand how data from the Colorado APCD helps meet specific state goals and objectives.
 3. Pro-actively work with the CIVHC team to develop detailed project plans and associated roadmaps. Ensure expectations are in alignment between specific individual data requestors and the CIVHC team.
 4. Work with Product Development team to integrate state initiated projects into CIVHC's standard menu product offerings where appropriate.
 5. Manage other state related projects as needed.
- 40% - Outreach and development – with guidance from the VP of Client Solutions & State Initiatives, work collaboratively with CIVHC's senior leadership team to present to stakeholders and interested groups about CIVHC programs and CO APCD data and analytic capabilities, including what data is available, how it can be used and how to request data. Attend conferences around the state representing CIVHC, with an informational booth about what the CO APCD is and how it can support the work of interested groups. In addition:
 1. Serve as the primary point of contact and communication for new and ongoing state-specific projects. This includes playing a key role in state contract negotiation efforts in collaboration with the VP of Client Solutions & State Initiatives.
 2. Serve as an advocate for CIVHC while increasing awareness of the CO APCD and analytic capabilities.
 3. Meet regularly with state government partners and stakeholders to ensure collaboration and alignment with state objectives and CIVHC's strategic initiatives, and obtain input and feedback to improve the value of CO APCD data and reporting.
 4. Identify new opportunities to develop statewide initiatives driven or supported by CO APCD data, and identify new potential partners for collaboration.

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.
- The State Initiatives Program Manager must possess strong verbal presentation skills and the ability to use computer software to develop presentations and provide easy-to-understand graphs and charts to communicate research findings and progress on projects.

- All activities and findings from projects must be documented and reported to CIVHC senior leadership and related external stakeholders.
- Documentation may also include generation of budgets and projected budgets for the project including the cost of outside contractors and services.
- The State Initiatives Program Manager may be asked to conduct limited research or direct other team members to conduct research to facilitate or support development of new state initiatives.
- The State Initiatives Program Manager will be expected to assist partners and other stakeholders in the writing and execution of grants to fund state efforts involving CIVHC and the CO APCD.
- The State Initiatives Program Manager may need the services of outside organizations or professionals to complete work on a project(s). The position makes recommendations on potential consultants or services needed including the budget and special requirements for the outside service provider. This includes the cost and experience of the contractor to perform the deliverables needed to complete the project.

Qualifications:

- Bachelor's degree in public health, public policy, statistics, business, IT or other related field of study. Master's degree preferred.
- 5-7 years of project management experience, Project Management certification preferred.
- 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 the role of data utilization in a health care setting.
- 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.
- High level of self-motivation, direction and intellectual curiosity.
- Experience developing and executing long-term work plans with multiple contributing partners and overlapping deliverable deadlines.
- Excellent attention to detail.
- Excellent written and verbal communication skills.

Physical Requirements:

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

CIVHC is an equal opportunity employer.

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.