



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

Position Title: Data Operations Project Manager
Reports To: Paul McCormick, VP 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. 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 Data Operations Project Manager works collaboratively across CIVHC's teams and with external stakeholders to develop project plans, track activities, and ensure accurate, complete, and timely fulfillment of CIVHC projects that use data from the Colorado All Payer Claims Database (CO APCD) and other complementary data sources. 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. This position will collaborate closely with the State Initiatives Program Manager and the Public Reporting Program Manager. The Project Manager also provides leadership and guidance related to developing new analytics and enhancing current reports to ensure the data and analytics being provided are timely and actionable based on stakeholder needs. This position is an integral part of CIVHC's team, working collaboratively with senior leadership and staff across departments. The position reports to the VP of Data Operations.

The Data Operations Project Manager plays a key role in shaping CIVHC's administration of the CO APCD. The position provides support and leadership to key personnel assigned to individual projects and contributes to organizational decision-making through work with multiple departments and project leads, committees, and direct collaboration with CIVHC stakeholder partners. The Data Operations Project Manager organizes the resources necessary to carry out projects and is responsible for ensuring 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 CIVHC projects are accurate, complete, meet specified



requirements, and are delivered in a timely manner. This position will also play a key role in identifying new analytic and reporting opportunities.

The Data Operations Project Manager must have strong communication and organizational skills and be able to collaborate with key stakeholders and across all CIVHC departments.

Role Specifics:

- Serve as the primary point of contact and work collaboratively across CIVHC teams to ensure the timely and high-quality execution of all non-state CIVHC Data Operations projects.
- Work with analysts and external sources to determine appropriate methodology to support actionable reporting.
- Ensure projects are accurate, complete, and delivered in a timely manner within agreed upon specifications.
- Provide input on appropriate visualizations, format, and support materials that will enable a wide variety of users to understand and use the data. Pro-actively work with the CIVHC team to develop detailed project plans and associated roadmaps.
- Ensure project goals and deliverables are in alignment with Data Operations priorities.
- Provide project management support to key personnel performing work associated with analytics, reporting, and data quality.
- Monitor all phases of projects in accordance with agreed upon work plans and timelines.
- Evaluate new requests for projects and work across CIVHC teams to determine feasibility.
- Present to stakeholders and interested groups about CO APCD capabilities, reports and use cases.
- Continually improve data project management processes to increase efficiencies and documentation.
- Work with clients as appropriate to get input and feedback before, during and after projects are completed.
- Mentor CIVHC's APCD Project Administrator in data project management.

Other Requirements:

- The Data Operations Project 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.
- The position may supervise and monitor the work of outside contractors and vendors in supporting projects.
- The Data Operations Project Manager must be able to understand and speak to the needs of diverse health care stakeholders.

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 health insurance-focused organization.



- 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:

- Experience with large scale data sets and strong comfort level with system-wide and detail-level analytics. Claims data experience strongly 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 and quality measures.
- Experience in the Colorado health care system is preferred, as well as an in-depth understanding of the various stakeholders in health care and their individual needs.
- Experience developing and executing long-term work plans with multiple contributing partners and overlapping deliverable deadlines.
- Intellectual curiosity.
- Familiarity with Agile project development a plus.

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.