



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

Position Title: State Initiatives Project Manager
Reports To: Director of Colorado State Initiatives
Job Classification: Exempt, Full-time
Salary: \$65,000-\$85,000

About CIVHC:

The Center for Improving Value in Health Care (CIVHC) is an independent non-profit that equips partners and communities in Colorado and across the nation with the resources, services and unbiased data needed to improve health and health care. As the designated administrator of Colorado's All Payer Claims Database (CO APCD), CIVHC oversees the collection of health care claims from Colorado's public and private health care insurers and uses that information to promote price transparency, inform policy, advance health equity, conduct research, and much more. We are objective, solution-oriented, and maintain the highest integrity in the work we do.

We are committed to diversifying our staff, board, and committees, creating a culture of diversity and inclusivity to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

Overview:

The State Initiatives Project Manager is a new position that will work collaboratively across CIVHC's teams and with external partners to develop project plans, track activities, and ensure accurate, complete, and timely fulfillment of Colorado state government projects. The position will coordinate tasks involved in multiple competing projects and maintain open lines of communication between CIVHC teams and the State of Colorado. This position will work closely with the Data Operations Program Manager and the Public Reporting Program Manager to provide input and guidance to develop new analytics and enhance existing reports. This position will be an integral part of CIVHC's Client Solutions and State Initiatives department, reporting to the Director of Colorado State Initiatives.

The State Initiatives Project Manager provides support for state projects by working with multiple departments and project leads. This position will serve as the project lead, organizing resources needed to carry out projects, delegating tasks, conducting and participating in regular internal project status meetings, actively participating in external partner meetings, and ensuring projects are high-quality, accurate, timely, and actionable.

Role Specifics:

- With direction and guidance from the Director of Colorado State Initiatives, serve as the secondary point of contact for the State of Colorado, including getting input and feedback before, during, and after projects are completed.
- Participate in external and internal discussions to help develop project goals and deliverables that meet State needs.
- Support the data request application process for State of Colorado projects, and work across CIVHC teams to determine feasibility.



- Contribute to the development and execution of annual project plans for the State of Colorado as well as create detailed project plans for individual projects.
- Coordinate across CIVHC teams and monitor all phases of production to ensure the timely and high-quality execution of projects for the State of Colorado.
- Collaborate with CIVHC analysts and external partners to determine appropriate methodologies for State reporting and analytics.
- Ensure projects are accurate, complete, delivered on time, and responsive to specifications.
- Provide input on appropriate visualizations, format, and documentation to support widespread understanding and use of the data.
- Continually improve data project management processes to increase efficiencies and documentation.

Minimum Qualifications:

- Bachelor's degree in public health, public policy, statistics, business, IT or other related field of study. Five years of relevant experience will be considered in lieu of the education requirements.
- Three or more years of project or program management experience, certification preferred.
- Demonstrated success managing multiple data-focused projects simultaneously.
- Critical thinker who can successfully troubleshoot and solve problems.
- Demonstrated excellence in customer service.
- Exceptional attention to detail.
- Three years of experience working in a health care or health insurance organization.
- Understanding of data utilization in a health care, health insurance, or population health setting.
- Strong communication and organizational skills, and the ability to collaborate with others.
- Creativity, tenacity, and diligence with a strong sense of curiosity.

Preferred Qualifications:

- 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 to manage multiple co-occurring projects and contract requirements.
- Must be able to understand and speak to the needs of diverse health care partners.
- Experience developing and executing long-term work plans with multiple contributing partners and overlapping deliverable deadlines.
- Experience with large scale data sets and comfort level with system-wide and detail-level analytics. Claims data experience preferred.

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.

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.