



## Center for Improving Value in Health Care (CIVHC) Job Announcement

**Position Title:** Analytics and Reporting Manager  
**Reports To:** Director of Data Operations  
**Job Classification:** Exempt, Full-time  
**Location:** Hybrid, (1) day per week in office, located in Glendale, CO  
**Salary Range:** \$110,000 - \$120,000, annually

### **About Us:**

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.

### **The Opportunity:**

The Analytics and Reporting Manager is responsible for the success of the Analytics and Reporting Team by providing technical support and expertise to analysts, guiding methodological decisions during report development, reviewing analytic work and draft reporting, coordinating resource needs between departments at CIVHC, and leading professional development for team analysts. This position requires extensive experience in measuring cost and/or utilization using medical claims. The Analytics and Reporting Manager exhibits critical thinking to identify solutions to challenges and analytics questions and takes initiative to implement those solutions in a timely manner. This role supports the Director of Data Operations by providing updates on report development and team activities, supporting the implementation of activities that advance the Department's strategic goals, and communicating updates between CIVHC's internal teams and data vendor.

### **Responsibilities:**

- Support the professional development of analysts
- Provide technical guidance to staff during analytic development
- Investigate solutions to challenges within the data environment, using SQL, R, or other coding language to work with CO APCD data
- Act as the primary point of contact for other departments during project planning
- Determine analyst assignments, scope projects and provide accountability for timely report development

**Supervisory Responsibilities:**

- Directly supervise team of 5-8 analysts, oversee the team's daily workflow
- Supervise the development of custom analytics by providing technical expertise
- Onboard and lead goal development/planning for new staff
- Provide constructive and timely performance evaluations
- Manage discipline of employees in accordance with company policy

**Qualifications:**

- Bachelor's degree in relevant field, Master's degree preferred; six years claims data analytics and reporting experience with progressive management responsibilities will be considered in lieu of education
- At least 2 years of team management experience, preferred emphasis on managing deliverable production
- At least 5 years of experience in claims data analytics and reporting, especially in cost and utilization metrics
- At least 2 years of coding experience in common language: SQL, SAS, R, Python, etc.
- Familiarity with Colorado hospital systems, health care policy
- Familiarity with current topics and trends in health care policy and data

**Working Environment:**

This position is based in Denver, Colorado and only applicants that live within commuting distance to Denver, or plan to relocate to a commutable distance, will be considered for this role. Limited relocation assistance may be available for out of state candidates. CIVHC operates in a hybrid work environment with a requirement of at least one day a week in the office.

This position involves long-term sitting, computer /desk work, some walking and standing, minimal light lifting, in an office environment. Virtual, phone, and in-person communication. Some overnight travel will be required.

**Perks & Benefits:**

- 403(b) Retirement plan
- Comprehensive healthcare, dental, and vision plans
- Dependent Care Flexible Spending Account options
- Employer paid life insurance
- Short- and long-term disability
- Nine paid holidays per year plus generous personal time off
- Flexible schedules, work-from-home options, and an employee wellness program.
- Professional development opportunities and an on-site workout facility.
- 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>
- Company-paid parking and more!

**How to Apply:**

Please send your cover letter and resume to [careers@civhc.org](mailto:careers@civhc.org) with the job title and your name in the subject line to be considered. Only those selected for an interview will be contacted. Join us in reshaping the future of healthcare!

**Limitations and Disclaimer:**

The above job announcement 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.