



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

Position Title: IT and Network Specialist
Reports To: Director of Finance and Administration
Job Classification: Exempt, full-time
Location: Hybrid, (3) days per week in office, located in Glendale, CO
Salary Range: \$65,000 – \$75,000, 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 IT and Network Specialist works across departments to support and maintain the company's internal software and hardware systems. The Specialist will also coordinate with outside support vendors for IT help desk needs, technology maintenance and planning, and will assist the Data Operations team with IT oversight of the secure data warehouse environment for the Colorado All Payer Claims Database. This position is also responsible for ongoing cyber security planning, monitoring, maintenance, and support.

Responsibilities:

- IT Help Desk and Troubleshooting
- Communication with staff and vendors to resolve technical problems.
- Maintenance and planning for existing software and hardware systems, including software license renewals and workstation inventory, replacement, and recycling.
- Cybersecurity oversight, including maintenance, planning, and developing training materials.

Minimum Qualifications:

- Bachelor's degree or equivalent in a computer-science-related field. Four years' experience accepted in place of a degree.
- At least two years' related experience required.
- Microsoft 365 Fundamentals certification required.
- Expert with all Microsoft 365 Business applications, including MS Exchange and SharePoint.
- Expert with Adobe Pro.
- Excellent analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.

- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to evaluate, learn, and adapt new software tools for changing business needs.

Preferred Qualifications:

- Understanding of health care privacy regulations preferred.

Working Environment:

This position is based in Denver, Colorado and only applicants that live within commuting distance to Denver 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 three (3) days a week in the office for this role.

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 travel will be required (<10%).

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 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.