



## California's Valued Trust JOB DESCRIPTION

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<b>Position:</b>	Business Analyst
<b>Reports To:</b>	Director of Strategic Initiatives
<b>Status:</b>	Full Time
<b>Classification:</b>	Exempt

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### **Position Summary:**

Under the general direction and supervision of the Director of Strategic Initiatives, the Business Analyst is responsible for analyzing clinical, financial, quality, and provider/network data associated with CVT's health and welfare benefits. Incumbent will leverage data to provide Trust leadership with synthesized analytical insights into strategic opportunities designed to benefit our membership. The Business Analyst will be integral to helping the Trust achieve its objective of making evidence-based decisions in areas such as plan design, clinical programs/effectiveness, network opportunities, etc. The Business Analyst will work closely with Trust leadership to manage key projects and initiatives.

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### **Essential Duties:**

- Act as primary operational contact between CVT and data warehouse vendor for day to day warehouse system management
- Act as liaison between CVT carriers and data warehouse vendor for data file transfers, system modifications, system updates/upgrades, and other interactions, as required
- Define and evaluate analytics requirements from internal/external stakeholders, including what information is needed and how it is intended to be utilized
- Provide data and analysis services that support CVT business processes, clinical services, health programs, quality improvement and other important internal and external initiatives, as well as, regulatory/mandated requirements
- Ensure timely and accurate delivery of reporting and analysis to assist in meeting strategic Trust and departmental goals; design and implement new analysis and reporting to support CVT's leadership team and Board of Trustees
- Maintain a thorough understanding of the data structure within CVT's internal systems, including carriers, membership, claims, providers, and product lines
- Work with CVT leadership to identify and make recommendations on clinical, provider/network, financial, and quality-related areas of opportunity

- Attend meetings related to clinical, quality improvement, health promotion, and disease management projects, as necessary, and participate in project teams on a consulting basis
- Provide expertise on CVT's data, tools to extract and analyze such data, and methods to understand and use the data
- Complete the necessary analysis, develop appropriate timetables, and produce appropriate documentation to ensure that all reporting deadlines are met
- Act as a resource for training and support to those managers and employees who use data warehouse tools, to enhance staff knowledge and skills at ad hoc reporting
- Actively seeks to enlarge, improve and promote analysis of Trust data in new and innovative ways
- Provide project management oversight to key initiatives, as directed by Trust leadership
- Operates within CVT policies, rules and expectations of a business model emphasizing service and personal attention
- Perform any other duties as assigned or requested

### **Minimum Qualifications**

#### **Education:**

- BA or BS Degree from an accredited college or university with major course work in business administration, healthcare administration, or information systems/technology preferred. Applicable experience may be substituted for education on a year for year basis.

#### **Experience, Skills & Abilities:**

- Minimum 3- 5 years' experience analyzing healthcare related data including, but not limited to: claims, clinical trends/outliers, plan design, network/provider performance, etc.
- Knowledge of health insurance industry and/or education field is advantageous
- Minimum 3-5 years' experience in project management in a dynamic, professional environment
- Minimum 3-5 years' experience with database systems, data warehouse tool sets, reporting engines
- Capable of designing complex reports for consumption by Trust leadership and Board of Trustees
- Excellent verbal, written and interpersonal skills; ability to interact and communicate effectively with the internal and external customers and stakeholders
- Excellent organizational skills and attention to detail
- Function successfully working independently with minimal supervision
- Ability to manage time, schedules, and multiple tasks effectively
- Proficient in use of technology and computer applications

**Miscellaneous:**

Required to work irregular hours, evening, and weekends when necessary, without additional compensation

**License**

**Requirements:**

Possession of a valid Class C California driver's license  
Must be insurable/bondable at the "standard rate" by the insurance carrier at all times while employed as a Business Analyst

**Confidentiality:**

Requires adherence to established policies on confidentiality of records and other information available through employment with the Trust