

Building Service 32BJ Benefit Funds

Job Description

Job Title: **Health Analytics Manager**
Department: Health Fund
Reports To: Assistant Director, Health Fund Analytics
FLSA Status: Exempt

Summary: The 32BJ Health Fund is searching for a Health Analytics Manager to support our growing team of data analysts through management of workflows, thought leadership, and technical expertise. The ideal candidate has an ability for identifying and setting a path forward through sprawling data sets while keeping the sights on the strategic goals that have been laid out for the Fund by senior leadership.

Essential Duties and Responsibilities:

- Manage multiple large and small analytical workflows through appropriately delegating tasks, managing of priorities as well as negotiating timelines
- Ensure that data integrity is maintained and quality assurance programs are managed
- Generate questions and new lines of research to support Fund's growth and evolution.
- Provide analysts with direction on analysis methodology and coaching to increase team capabilities.
- Support professional development of analysts through regular performance evaluations.
- Present complex data in simple to understand language.
- Evaluate performance of current policies and programs using our health claims data.
- Develop forecasting and what-if models to predict future spending and healthcare utilization.
- Coordinate with the vendors and other partners to successfully deliver projects.

Technical Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Supervisory and/or project management experience required.
- At least three (3) years of work experience in healthcare claims and/or EHR analytics.
- Attention to detail and sharp analytical and problem solving skills.
- Strong health care policy and research background. Master's degree preferred.
- Must have a strong knowledge of ICD9/10, Revenue, DRG and CPT coding and general healthcare reimbursement methodologies.
- Strong knowledge of Stata statistical software is preferred.
- Some experience with SQL, Python, and Qlikview is desirable
- Strong writing and presentation skills with the ability to express complex analysis in simple to understand language and visuals.

Work Ethic:

- Strives to achieve accurate and reproducible results. Approach findings with a healthy degree of skepticism
- Ability to accurately establish project pay-off against the effort required.
- Ability to plan and take initiatives to accomplish objectives in timely fashion.
- Ability to prioritize work and meet deadlines.
- Ability to establish and maintain effective working relationships with supervisors, and employees from other departments.
- Ability to present complex ideas.

Education and/or Experience: Master's degree in Public Health or a related field is strongly preferred.

Language Skills: Fluent in English

Reasoning Ability: High

Certificates, Licenses, Registrations: None

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

- Under 1/3 of the time: Standing, Walking, Climbing or Balancing, Stooping, Kneeling, Crouching, or Crawling
- 1/2 to 2/3 of the time: Sitting, Reaching with Hands & Arms
- Over 2/3 of the time: Talking or Hearing
- 100% of the time: Using Hands

Candidates may submit their cover letter and resume to jobpostings@32bjfunds.com prior to closing date. Only those candidates under consideration will be contacted. No phone calls please.