

California's Valued Trust

JOB DESCRIPTION

Position:	Business Analyst
Reports To:	Director of Strategic Initiatives
Status:	Full Time
Classification:	Exempt
Salary Range:	\$89,000 - \$118,000

About California's Valued Trust:

Taking care of our customers, both internal and external, is at the heart of everything we do at CVT. A career at CVT means joining our culture of teamwork and caring, while sharpening your skills and growing your career. A career at CVT is where passion meets purpose to make a positive impact on the membership we serve. If you are driven to make a difference, enjoy a challenging, fast-paced work environment, and thrives on contributing to a team, there is a place for you at CVT.

California's Valued Trust is one of the State of California's largest self-funded providers of healthcare benefits to public school employees throughout the state. In business for nearly 40 years and located in Fresno, California, CVT is looking for passionate, driven professionals to join the cause of delivering the best healthcare solutions to our membership, at the best possible value.

Summary:

Under the direction 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. The Business Analyst will leverage data across multiple sources and systems to provide Trust leadership with analytical insights intended to develop strategic opportunities designed to benefit CVT 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., thus driving value for the organization.

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 used
- Provide needed data and analytic services that support CVT business processes, clinical services, health programs, quality improvement and other important internal and external initiatives, as well as, regulatory requirements
- Ensure timely and accurate delivery of reporting and analysis to assist in meeting strategic Trust and departmental goals; design and implement new analyses and reporting to support CVT's leadership team, client-facing teams, 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 evidence-based recommendations on clinical, provider/network, financial, and quality-related areas of opportunity, to drive value for CVT
- 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 various data, tools to extract and analyze such data, and the transformation of data into actionable information for leadership and other team members
- Complete necessary requirements analysis, develop appropriate timetables, and produce appropriate documentation to ensure that all reporting and analytic deadlines are met
- Act as a resource for training and support to those CVT team members who use data warehouse tools, to enhance staff knowledge and skills at ad hoc reporting
- Actively seeks to enhance, improve, and promote analysis of Trust data in new and innovative ways, to drive value for CVT
- Operates within organizational policies, rules, and expectations of CVT's business model emphasizing service, personal attention, and teamwork
- Perform any other duties as assigned or requested, or assist in special projects in other departments 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 with data analytics, database systems, data warehouse tool sets, and/or reporting engines
- Student-minded self-starter; an inquisitive critical thinker and complex problem solver, demonstrates strong initiative
- Knowledge of health insurance industry and/or education field is desirable, including experience analyzing healthcare related data including, but not limited to: claims, clinical trends/outliers, plan design, network/provider performance, etc.
- Strong interpersonal communication skills, to assist in gathering user requirements, asking clarifying questions for understanding, and building strong working relationships with internal team members
- Excellent organizational skills and attention to detail, with the ability to see the bigger picture

- Function successfully working independently with minimal supervision
- Ability to manage time, schedules, and multiple tasks effectively, and deliver on time, per project deadlines

Miscellaneous:

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

Benefits:

- Medical, Rx, Dental, Vision Insurance, paid 100% by CVT
- Flexible Spending Account
- 401(k) with generous employer contribution
- Vacation time and holiday observances

License Requirements:

- Possession of a valid Class C California driver's license
- Must be insurable/bondable at the "standard rate" by 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

How to Apply:

- Send your cover letter and resume to careers@cvtrust.org