HealthOne™

HEALTH ONE ALLIANCE, LLC, ITS SUBSIDIARIES AND AFFILIATES,
INCLUDING ALLIANT HEALTH PLANS
JOB DESCRIPTION

JOB TITLE:	Business Data Analyst	LOCATION:	Dalton, Georgia
DEPARTMENT:	Data Analytics	REPORTS TO:	Director of Finance

Job purpose

The Business Data Analyst performs routine business analysis using various techniques, such as statistical analysis, explanatory and predictive modeling, and data mining. Researches best practices and supports developing the solutions and recommendations for the current business operations.

Duties and responsibilities

- Works with variety of stakeholders to identify analytical needs
- Creates reports to support External Data Gathering Environment (EDGE) data submissions to CMS
- Analyzes claims and pharmacy data to identify trends
- Performs root cause analysis on emerging issues
- Develops models for evaluating decisions
- Tests hypotheses using credible statistical methods
- Supports internal users throughout the enterprise on analytics platforms
- Provides business data interpretation
- Produces ad hoc data and reports
- Assists in developing or implementing systems to capture business operation information
- Other duties as may be assigned

Qualifications

- Bachelor's Degree in Statistics, Accounting, Mathematics, Computer Science, Business, or related field
- One to three years' health plan experience preferred
- Understanding of statistical methods, with programming experience in R or SAS preferred
- Intermediate to Advanced proficiency with SQL
- Familiarity with insurance terms and concepts
- Advanced Microsoft Excel skills
- Excellent communication skills

Competencies

- **Ethics** - Honest, accountable, maintains confidentiality
- **Reliability** - The extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time. The degree to which the employee is reliable, trustworthy, and persistent.

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- **Sense of Urgency** - Meets deadlines, establishes appropriate priority, gets the job done in a timely manner
- **Computer skills** - Skilled with computers, takes advantage of new technology, learns new tools quickly, uses technology to enhance job performance
- **Decision making** - Able to reach decisions, takes thoughtful approach when considering options, seeks input from others, makes difficult decisions
- **Dependability** - Completes job assignment and projects with minimal supervision. Meets schedules and deadlines.
- **Initiative** - Takes action, seeks new opportunities, strives to see projects to completion **Job knowledge** - Knowledge of products, policies and procedures; OR knowledge of techniques, skills, equipment, procedures, and materials.
- **Planning & Organizing** - Displays ability to effectively plan, organize and implement applicable tasks or projects in relation to established goals and objectives.
- **Quality** - Strives to eliminate errors, accurate work is a priority, seeks opportunities to improve product/services

Physical, Mental, Environmental & Working Conditions

Moderate amount of walking, sitting, and writing. Moderate to significant amount of stress in meeting deadlines and dealing with day-to-day events in the execution of job duties. Needs flexibility and adaptability to change. Candidate must be self-disciplined and a self-starter and able to work independently with a flexible work schedule. Must be able to drive a vehicle and daytime/overnight travel as required.

Direct reports

N/A

Version:	Owned By:	Executive Review/Approval:	Date:	Choose One: Initial - Review Only - Revised
1.0	Human Resources	Mark Mixer, CEO Amanda Reed, CEO Joe Caldwell, CFO Wes Sanders, Director of Finance	08/15/2017	Initial