



## ADVANCED ANALYTICS MANAGER

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**Position Status:** Exempt  
**Reports To:** Data Analytics Services Director  
**Effective Date:** 10/20/17  
**Revised Date:** 08/17/20  
**Job Level:** M2

### POSITION SUMMARY

Under administrative direction, this position:

1. Manages and leads advanced analytics, including population health, risk adjustment, stratification, and prediction, and performs program evaluation and provider benchmarking
2. Collaborates with the Data Analytics Services Director, Clinical Leadership, and other stakeholders regarding short- and long-term analytic strategies
3. Manages, supervises, mentors and trains assigned staff
4. Performs other duties as assigned

### RESPONSIBILITIES

1. Manages and leads advanced analytics, including population health, risk adjustment, stratification, and prediction, and performs program evaluation and provider benchmarking, with duties including but not limited to:
  - Providing leadership to the Advanced Analytics team, including communicating objectives, timelines, and the impact of current deliverables
  - Ensuring appropriate peer review of all deliverables
  - Working with stakeholders to design refinements to population health processes and determine how to measure ongoing effectiveness of designed interventions
  - Analyzing and determining the significance of business decisions or clinical process interventions
  - Providing correlative and predictive analysis to assist in business strategy development
  - Ensuring that the appropriate quantitative/qualitative data is gathered for analysis
  - Working with clinical units and the Information Technology Services (ITS) team to design and develop key performance indicators (KPIs) to ensure that desired goals from population health strategies are maintained
  - Applying appropriate statistical models and methodologies in developing findings in response to clinical questions
  - Preparing project reports and presenting findings in a clear and actionable format
  - Providing guidance and mentoring to ITS peers
  - Providing consultation to the Analytics team with respect to the appropriate statistics for digitized monitors of performance
  - Working with peers, leaders and customers to maintain data lineage and definitions and contribute to enterprise data governance
  - Maintaining knowledge of policies and procedures and performing in accordance with applicable regulatory, compliance and security requirements and standards
  - Monitoring workflow and project status to ensure timely and accurate completion of project deliverables
  - Responding proactively to new or emerging risks to existing objectives or plans
  - Ensuring that Advance Analytics assignments, reporting criteria and improvement objectives are

- reviewed in the appropriate cross-functional governance venue
  - Participating in ongoing improvements to Organizational Data Governance
2. Collaborates with the Data Analytics Services Director, Clinical Leadership and other stakeholders regarding short- and long-term analytic strategies, with duties including but not limited to:
    - Conferring with the Data Analytics Services Director and Clinical Leadership regarding progress on established objectives, new or emerging challenges, and prioritization of short-term work
    - Working with Product Owners (Alliance Application Systems) and the ITS team to identify dependencies from reporting infrastructure or user-interface to meet Advanced Analytics objectives and goals
    - Collaborating with clinical stakeholders to define study requirements and objectives
    - Managing and planning project timelines to ensure timely review of all intended deliverables, research findings and clinical recommendations by the Data Analytics Services Director in advance of review by organizational leadership
    - Collaborating with stakeholders to interpret data, lead model development and identify insights and opportunities to improve patient outcomes
    - Participating in multi-disciplinary project teams with a focus on directing time and deliverables to the highest business and customer needs
    - Working with business intelligence peers to translate analytic needs, issues and ideas into effective strategies for data development, delivery and management
    - Ensuring effective communication and planning with the Data Analytics Services Director, Health Services Leadership and other stakeholders
    - Responding proactively to new or emerging risks to existing objectives or plans
    - Designing, managing and implementing training programs and tools to advance population health data usage and understanding by organizational leadership and other stakeholders
  3. Manages, supervises, mentors and trains assigned staff, with duties including but not limited to:
    - Managing and supervising staff, setting goals and objectives, delegating and assigning work
    - Providing mentoring, coaching, and development and growth opportunities to staff
    - Interviewing and participating in the selection of staff in conjunction with the Data Analytics Services Director
    - Collaborating with the Data Analytics Services Director in developing staff training plans, career pathways and routine individual staff performance reviews
    - Assisting subordinate supervisors with orienting new staff to the Advanced Analytics function and with on-going supervisory responsibilities
    - Evaluating employee performance, providing feedback to staff, and coaching and counseling or disciplining staff when performance issues arise
    - Overseeing or conducting staff training, including the development and maintenance of training materials, in conjunction with the Training and Development team
    - Identifying training gaps and opportunities for improved performance
  4. Performs other duties as assigned

## EDUCATION AND EXPERIENCE

- Master's degree in a Mathematics related discipline, Epidemiology, Bioinformatics, Public Health or a closely related field and a minimum of six years of experience performing healthcare analytics which included analyzing and interpreting clinical data and leading projects related to

population health or healthcare quality improvement, including a minimum of two years of experience leading or supervising analytics staff, (or a Bachelor's degree in one of the fields described above and an additional eight years of experience performing advanced healthcare analytics may substitute for the Master's degree); or an equivalent combination of education and experience may be qualifying

## KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of data visualization tools
- Working knowledge of the principles and practices of a value-based healthcare environment
- Working knowledge of the tools and techniques associated with designing, implementing, and communicating population health or healthcare improvement studies
- Working knowledge of Bayesian analysis and causal inference methods
- Working knowledge of and proficiency in Window based PC systems and Microsoft Word, Outlook, PowerPoint, and Excel, and Adobe Acrobat
- Working knowledge of SQL or other data mining/manipulation tools
- Working knowledge of the use of statistical software, such as SAS or R
- Working knowledge of research, analysis and reporting methods
- Working knowledge of the principles and practices of project management
- Working knowledge of the basic principles and practices of supervision and training
- Ability to train, mentor, supervise, and evaluate the work of staff
- Ability to develop work plans and workflows and organize and prioritize Advanced Analytics activities
- Ability to maintain team morale and objective leadership in a dynamic and high pressure environment
- Ability to interpret and apply complex principles, policies, terms and procedures
- Ability to define issues, interpret data, identify solutions, and make recommendations for action
- Ability to independently document, summarize and resolve complex issues
- Ability to present strategic information, data and results in a clear and understandable manner utilizing methods appropriate to various forums
- Ability to foster effective and collaborative working relationships, influence others, and build consensus with individuals at all levels in the organization
- Ability to adapt to or initiate change

## DESIRABLE QUALIFICATIONS

- Ph.D. degree in a Mathematics related discipline, Epidemiology, Bioinformatics, Public Health or a closely related field
- Extensive managed care analytics experience in QI, P4P, high cost containment, fraud detection, and/or medication adherence projects
- Certification/clinical education and experience in direct patient care
- Working knowledge of Tableau, R, Python, SPSS, SAS, Minitab, Matlab or other analytic software.
- Experience in linear regression, logistic regression, mixed model, time series, propensity score matching, and sample size determination and hypothesis testing
- Working knowledge of risk adjustment tools such as ETG, MEG, CRG, DxCG, or ACG
- Working knowledge of Six Sigma or Lean Process Improvement within a Healthcare Environment

## WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to stand, bend, and carry objects of varying size weighing up to 10 pounds
- Ability to travel to different locations in the course of work

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*This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.*