



LEAD FINANCIAL ANALYTICS CONSULTANT

Position Status: Exempt
Reports To: Financial Analytics Director
Effective Date: 09/01/22
Revised Date: 09/11/24
Job Level: P5

POSITION SUMMARY

Under general direction, this position:

1. Functions as a strategic consultant to Alliance executive leadership in the areas of medical cost analysis and the development of improvements, solutions and recommendations related to analytics and medical cost improvement opportunities
2. Advises Alliance executive leadership on organizational decision making through the performance of complex financial and data analysis related to industry trends, operational impacts, and modeling of financial scenarios
3. Acts as a subject matter expert and lead to subordinate Financial Analytics Consultants
4. Performs other duties as assigned

DISTINGUISHING CHARACTERISTICS

The Lead Financial Analytics Consultant is the expert and lead level classification in the series, assigned to lead either Medi-Cal or Medicare activities, and is distinguished from the lower, advanced working level Senior Financial Analytics Consultant by the former's independent performance of the most complex analysis, acting as a consultative partner to executive leadership in the development of organizational strategies, and responsibility for acting as a lead to subordinate Financial Analytics Consultants.

RESPONSIBILITIES

1. Functions as a strategic consultant to Alliance executive leadership in the areas of medical cost analysis and the development of improvements, solutions and recommendations related to analytics and medical cost improvement opportunities, with duties including but not limited to:
 - Functioning as the primary lead of either Medi-Cal or Medicare activities and obtaining thorough knowledge of the other area over time in order to support and lead those activities, as needed
 - Leading strategy development to achieve cost efficiency and ensure the financial sustainability of the organization
 - Identifying business issues and challenges, forming hypotheses, planning and conducting interviews and whiteboard sessions, and performing reporting and analysis to synthesize conclusions, develop solutions, and make recommendations
 - Acting as the lead consultant in analytical project design and the performance of the most complex duties
 - Conducting analysis and advising executive leadership on strategies related to improving health care cost, utilization, regulatory compliance, and data submissions
 - Consulting on operational activities and organizational change

- Partnering and collaborating with the Financial Analytics Director to ensure reliability, integrity, and timeliness of end products
 - Attending meetings with regulatory agencies to gather information, evaluating potential future impacts on Alliance operations, engaging appropriate Alliance staff, developing solutions, and making recommendations to executive leadership
 - Participating in the development of long-term organizational strategies
 - Leading the planning and development of budgets and forecasts, including revenue and medical expense, researching key drivers, and identifying analysis required to enable decision making and improve overall medical cost
 - Utilizing advanced analysis skills to build medical cost budget, perform forecasting, and to guide methods and conclusions
 - Leading research, analysis, and interpretation of financial information, including variance and trend, and resolving financial discrepancies
 - Leading in driving business decisions through the process of analyzing business operations, financial data, and medical cost
 - Performing strategic data analysis, data mining, and research to support business development, strategic planning, and KPI performance improvement
 - Performing data mining and financial modeling, contract modeling, and analysis utilizing large data sets related to financials, profitability and business strategy
 - Monitoring project progress toward objectives while minimizing exposure to risk
 - Identifying, reporting, and escalating issues and risks to management, as appropriate
 - Providing proactive consultative strategic solutions to customers
 - Collaborating and partnering with management, project managers, analytics services, and other cross-functional alliance workgroups to develop, implement and manage a reporting/analytics portfolio and provide analytical solutions to complex problems
 - Overseeing and managing stakeholder relations and ensuring proactive communication with customers on project progress
 - Gathering information regarding customer expectations in order to develop goals and ensure that Financial Analytics Consultants meet customer's expectations
 - Researching and recommending areas for improvement related to data quality and reporting
 - Using statistical techniques to identify medical cost improvement opportunities
 - Developing reports, solutions, and recommendations, using statistical techniques to identify medical cost improvement opportunities, and providing proactive, strategic consultative solutions that are actionable, accessible, and auditable,
 - Supporting the implementation of processes, policies, and procedures to minimize financial risk
2. Advises Alliance executive leadership on organizational decision making through the performance of complex financial and data analysis related to industry trends, operational impacts, and modeling of financial scenarios, , with duties including but not limited to:
- Advising executive leadership on issues that have organizational impact on current and future operations
 - Overseeing and performing financial and data analysis to inform decision making
 - Conducting the most complex research studies that involve identifying and collecting data from various sources, analyzing, trending, and presenting the findings, and making recommendations to executive leadership, the Alliance Board, management, and cross-functional groups

- Coaching and mentoring project team members, providing guidance related to making sound judgment calls, and ensuring staff accountability for assigned work
 - Leading discussions related to project scope, data source, and reporting metrics and format
 - Applying advanced data and industry knowledge to develop recommendations related to data governance and improve advanced analytical capabilities
 - Providing recommendations on the data source, analytical approach, and validation process
 - Using data mining and analytical tools to gather information and develop recommendations
 - Ensuring data integrity of all analytical tools and reporting
 - Obtaining data, directing, and executing reporting and analysis, performing interpretations, developing options and conclusions, and preparing recommendations
 - Performing drill-down analysis to proactively identify specific variances in medical cost and utilization
 - Leading or supporting the translation of business requirements and unstructured business issues into analytic data problems
 - Supporting regulatory reporting
 - Reviewing processes and procedures to identify needed improvements and providing recommendations to ensure continuous process improvement
 - Providing organizational-wide support and expertise in financial analysis and reporting
 - Staying informed of developments in the field of financial analytics
 - Assisting the Financial Analytics Director with special projects, as assigned
3. Acts as a subject matter expert and lead to subordinate staff, with duties including but not limited to:
- Taking the lead in assigning and coordinating work and monitoring work assignments
 - Acting as a subject matter expert and technical resource to staff
 - Providing subject matter expertise and guidance to staff related to medical cost
 - Providing mentoring and coaching to staff
 - Conducting staff orientation and training, including the development and maintenance of training materials
 - Maintaining and updating work process, procedure, policy, and reference documents
 - Educating staff regarding updates and system or process upgrades
 - Assisting with continuous quality improvement activities
 - Assisting with the identification and implementation of staff training opportunities and tracking staff participation in training and development opportunities
 - May provide input to management regarding staff job performance, as assigned
4. Performs other duties as assigned

EDUCATION AND EXPERIENCE

Medi-Cal Assignment

- Bachelor's degree in Economics, Finance, Business, Healthcare Administration, Quantitative Analysis or a related field and a minimum of twelve years of related experience, including a minimum of eight years of financial analytics experience which included a minimum of five years of experience in a healthcare finance setting and some experience providing strategic advice to executive leadership (a Master's degree may substitute for two years of the required experience); or an equivalent combination of education and experience may be qualifying.

Medicare Assignment

- Bachelor's degree in Economics, Finance, Business, Healthcare Administration, Quantitative Analysis or a related field and a minimum of twelve years of related experience, including a minimum of eight years of financial analytics experience which included a minimum of five years of experience in a healthcare finance setting, three years of Medicare program experience, and some experience providing strategic advice to executive leadership (a Master's degree may substitute for two years of the required experience); or an equivalent combination of education and experience may be qualifying.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of research, medical cost analysis and reporting methods
- Thorough knowledge of strategic development, including developing tactics
- Thorough knowledge of general health service research, outcomes reporting/analytics and program outcomes evaluation
- Thorough knowledge of healthcare industry specific terms and healthcare related data types and structures, including member, claims, clinical and provider data
- Thorough knowledge of budgeting and forecasting methodology
- Thorough knowledge of quantitative data analysis methodologies and analytical tools related to reporting medical cost analysis
- Thorough knowledge of healthcare industry and healthcare information standards such as HL7, LOINC, FHIR, ICD 9/10 and CPT codes, industry standard groupers, such as ETGs, DRGs, and DCGs
- Thorough knowledge of and proficiency with Windows based PC systems and Microsoft Word, Outlook, PowerPoint, and Excel (including pivot tables), and report-generating software
- Thorough knowledge of descriptive statistical techniques and terminology
- Thorough knowledge of the methods and techniques of regulatory reporting
- Working knowledge of the methods and techniques of large data set development
- Working knowledge of data modeling techniques and business analytical and data mining tools, including SQL, and data visualization tools, such as Tableau
- Working knowledge of data warehouse, data mart, and dimensional data modeling technologies
- Working knowledge of Enterprise Data Warehouse (EDW) and data dictionary, including an understanding of the methods of searching for tables and fields
- Working knowledge of the principles and practices of project management
- Working knowledge of the principles and practices of change management
- Working knowledge of Medicare regulations and processes, if assigned to lead Medicare related activities
- Some knowledge of the principles, practices and issues related to the Medicare Dual Special Needs Plan (D-SNP), if assigned to lead Medicare related activities
- Some knowledge of the basic principles and practices of supervision and training
- Ability to collect, interpret, and evaluate data, detect patterns, brainstorm solutions, consider multiple factors when making decisions, and project consequences of recommendations

- Ability to develop data-driven and outcome-based initiatives to improve business decision making
- Ability to translate data into understandable information and deliver solutions that improve business processes
- Ability to create systems to monitor data errors
- Ability to apply analytical skills to the collection and analysis of information, problem solving, and decision making
- Ability to perform technical and non-technical troubleshooting and diagnose and resolve complex problems, including problems that may have multiple variables and may not have obvious solutions
- Ability to lead, train, mentor and motivate staff, and promote an atmosphere of teamwork and cooperation Ability to organize and prioritize the work of others and follow up on work assignments
- Ability to act as a subject matter expert and provide guidance regarding the most complex financial analytics activities
- Ability to learn and apply Medi-Cal specific regulations and processes and function as a Medi-Cal subject matter expert
- Ability to learn and apply Medicare specific regulations and processes and function as a Medicare subject matter expert, if assigned to lead Medi-Cal related activities
- Ability to act as a technical resource, provide guidance related to area of assignment, and explain related regulations, processes, and programs
- Ability to assist with the orientation, training, and mentoring of other staff, as assigned
- Ability to lead project work teams and coach and mentor project team members
- Ability to write routine reports and provide analytical conclusions of data
- Ability to manage multiple projects simultaneously, organize work, ensure accuracy of data, maintain accurate records, and achieve goals and timelines
- Ability to interpret and apply rules, regulations, policies, procedures, and guides
- Ability to provide leadership, facilitate meetings, and guide employees in the resolution of issues
- Ability to make presentations in a clear and understandable manner utilizing methods appropriate to various forums
- Ability to create effective and compelling charts and slide decks
- Ability to work collaboratively and productively with diverse project teams in order to achieve efficient and timely solutions
- Ability to partner with product managers, including leadership, managers, and stakeholders, and non-technical users to translate business questions into actionable reports and insights
- Ability to provide strategic advice and make presentations to the executive level and to the Alliance Board
- Ability to foster effective working relationships and work collaboratively with individuals at all levels in the organization while supporting multiple stakeholders
- Ability to demonstrate flexibility and creativity, identify improvements to existing practices, and to effectively adapt to change
- Ability to ensure confidentiality and privacy on all external communications
- Ability to assist with the development of training materials and participate in staff training, as assigned

- Ability to make independent decisions within scope of functional responsibility
- Ability to work independently with minimal supervision and as a member of a team

DESIRABLE QUALIFICATIONS

- Working knowledge of managed care, Medicaid, industry specific terms, payment methods, and revenue cycle
- Working knowledge of Medi-Cal and related regulations
- Working knowledge of ETL data integration process
- Working knowledge of statistical software, such as SAS/R/Python, and modeling techniques
- Working knowledge of provider analytics

WORK ENVIRONMENT

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

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.