



SENIOR PROGRAM DEVELOPMENT ANALYST

Position Status: Exempt
Reports To: Program Development Manager
Effective Date: 02/15/18
Revised Date: 03/02/20
Job Level: P3

POSITION SUMMARY

Under direction, this position:

1. Provides project management coordination and support for low to medium complexity programs, projects, and initiatives through all aspects of the project lifecycle
2. Conducts research and analysis related to relevant business and health care programs to support strategic business development opportunities and prepares related written materials;
3. Performs other duties as assigned

RESPONSIBILITIES

1. Provides project management coordination and support for low to medium complexity programs, projects, and initiatives through all aspects of the project lifecycle, with duties including but not limited to:
 - Conducting programmatic analysis related to potential projects and developing recommendations
 - Providing support for pre-planning activities to determine program strategies, scope and feasibility
 - Developing, revising and executing work plans to ensure timely and efficient completion of assigned projects
 - Participating in program and project development meetings
 - Coordinating clear and timely communication to internal stakeholders regarding the scope, schedule and resources of the work being managed
 - Identifying potential project issues and risks and recommending mitigation activities
 - Participating in the identification of applicable outcome measures for implemented programs, tracking metrics, and providing regular program evaluation summaries
 - Assisting with tracking tasks, timelines and resources to achieve desired program objectives
 - Responding to inquiries related to program development activities
 - Assisting with or leading the development and execution of communication strategies based upon the audience
 - Representing the department as a liaison to various interdepartmental work groups
2. Conducts research and analysis related to relevant business and health care programs to support strategic business development opportunities and prepares related written materials, with duties including but not limited to:
 - Conducting programmatic, clinical, financial and legal research and analysis related to program development activities, interpreting and summarizing relevant information, and developing recommendations
 - Performing independent analytical compilation and reporting activities, including graphical/visual representation of data, and writing, editing and proofreading of reports

- Assisting with determining Tableau reporting requirements and analytical compilation
- Composing, proofreading and editing a variety of written program materials, correspondence and communications
- Preparing and presenting materials for internal and external presentations as required
- Developing and maintaining templates and materials in collaboration with department leadership and other staff
- Assisting with the development and maintenance of departmental policies, procedures, processes, and workflows

3. Performs other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree in Business Administration, Health Care Administration, Public Health, or a related field and five years (or a Master's degree and three years) of program administration experience which included some project management responsibilities or an equivalent combination of education and experience may be qualifying

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of research, analysis and reporting methods
- Working knowledge of the principles and practices of project management
- Working knowledge of general administrative procedures and standard business office practices
- Working knowledge of and proficiency with Windows based PC systems and Microsoft Word, Outlook, PowerPoint, and Excel, and Adobe Acrobat
- Some knowledge of SharePoint and Tableau
- Ability to develop and organize project work plans and maintain accurate records
- Ability to conduct research, gather and interpret information and data, identify issues of concern, and make logical recommendations for action
- Ability to synthesize and interpret a wide range of information
- Ability to interpret and apply policies, standards and guidelines
- Ability to analyze and interpret legal and contractual language
- Ability to make presentations, facilitate meetings and represent the Alliance in a professional manner
- Ability to respond effectively to changing priorities
- Ability to ensure high administrative and customer service quality
- Ability to create, proofread and edit documents, templates, correspondence, and reports
- Ability to foster teamwork and interact diplomatically with a wide variety of people
- Ability to work effectively both independently and in a team environment

DESIRABLE QUALIFICATIONS

- Experience working in the healthcare industry
- Working knowledge of the health care industry and the principles of health care planning
- Working knowledge of Medi-Cal and prepaid health programs

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.