



## Data Analyst

Position Title: Data Analyst

Position Type: Full Time

Location: Hybrid; Arcadia, CA or Huntington Beach, CA

Reports To: Senior Director of Data and Analytics

### **About Clever Care Health Plan**

Clever Care Health Plan is a newly founded Medicare Advantage health plan serving Medicare beneficiaries in Southern California. Our employees are passionate in providing best services to our members and healthcare providers. Our three office locations are in Arcadia (Los Angeles County), Huntington Beach (Orange County) and New York City.

### **Job Summary**

As a Data Analyst at Clever Care Health Plan, you will be part of a fast-paced, knowledgeable and energetic Data and Analytics team that continuously adapts and expands our data ecosystem. We are looking for creative analysts with a passion for healthcare to support our mission to improve the lives of our members. Qualified candidates will be interacting closely with data team members and business stakeholders across various business domains. You will be fluent in understanding and documenting business requirements; knowledgeable with data warehousing, business intelligence analytics, company KPI's and the impact to the business. This requires understanding feature backlog and working with team and subject matter experts to gather requirements to implement solutions to meet business needs and technology standards.

Key databases include EZ-suite databases, and CMS-related databases. EZ-suite databases covers benefits, eligibility, claims, fee schedules, encounter, authorization and grievance & appeal. You would be working closely with both IT teams and various departments teams of Clever Care Health Plan.

### **Functions & Job Responsibilities**

- Identify and understand business needs during requirements gathering to effectively design, develop, test, and deploy data solutions.
- Analyze internal processes and make recommendations for automated workflow processes with eventual implementation.
- Performs problem resolution and root cause analysis along with recommending and implementing preventive techniques.
- Design, implement and enhance ETL process and reports including, but not limited to EZ-suite products in order to support business requirements.
- Be responsive and timely with ad-hoc data requests.
- Ability to operate as the resource on a project through planning, resource allocation, conflict resolution, project negotiation, and reporting.



- Advocate for standard use of technology to improve company efficiency, system accuracy and correctness, and customer value.
- Follow privacy policies and HIPAA laws and regulations.
- Maintain confidentiality in all aspects related to internal and external customers, team members and management.
- Collaborate on other tasks as necessary to contribute to the success of the Clever Care.
- Performs any other duties as directed by direct supervisor.

### **Education & Experience**

- Bachelor's degree in IT, Management Information Systems or related-field.
- Two years plus experience with database development.
- Two years plus experience writing transactional and analytical reports. Experience using SSRS and AWS QuickSight a plus.

### **Knowledge/Skills/Abilities**

- Strong organizational skills. Ability to multitask and problem solve.
- Well-organized and detail orientated. Professional demeanor. Strong customer service.
- Citra EZCap, X12 familiarity, database admin background a plus.

### **Physical & Working Environment**

Typical Physical Demands.

Position requires a great amount of sitting and standing. Some lifting, stooping, bending, or reaching is required. May require lifting up to 15-30 pounds. Requires manual dexterity sufficient to operate a computer, calculator and telephone. Requires normal range of hearing and vision. Requires the ability to type and file.

Typical Working Conditions.

Work is performed in an office environment and/or remotely. The job involves frequent contact with staff and public. Work may be stressful at times. May occasionally work some irregular hours.

### **Qualifications:**

#### **What's in it for you?**

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to [hr@ccmapd.com](mailto:hr@ccmapd.com)



*Clever Care Health Plan is proud to be an Equal Employment Opportunity and Affirmative Action workplace. Individuals seeking employment will receive consideration for employment without regard to race, color, national origin, religion, age, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender perception or identity, age, marital status, disability, protected veteran status or any other status protected by law. A background check is required.*