



County Medical Services Program Governing Board

DATA ANALYST I

Job Description

Department:	Programs
Reports to:	Program Director
Supervises:	This classification does not exercise supervision over staff
FLSA Status:	Non-Exempt
Effective Date:	December 2022

Job Summary

Under general supervision, conducts various program and statistical analyses involving CMSP data and other health data, including cost and claim trends, healthcare service utilization, healthcare provider participation, client eligibility. Builds datasets into query-based programs such as Microsoft Excel and SQL and conducts analyses of datasets drawn from the database. Develops ongoing system and ad hoc reports to meet CMSP's business needs.

Essential Duties and Responsibilities

- Compiles CMSP program-wide and county specific reports using various data.
- Reviews databases and file formats for eligibility, claims, and EVCOI, and may provide technical support to the CMSP database including monthly data testing and validation.
- Monitors 834 file and type 23 file/eligibility error reports. Reconciles and handles/corrects eligibility discrepancies or issues [Enrollment System, Third Party Administrator (TPA), pharmacy benefit manager (PBM), CMSP database].
- Identifies and corrects duplicate members between programs / systems.
- Downloads, monitors, and reviews EVCOI files, and does research on share of cost as needed.
- Creates and runs claims and eligibility reports.
- Downloads, files, sorts, monitors, and reviews Enrollment System, TPA, PBM reports.
- Monitors claims files for TPA and PBM.
- Prepares reports and resets Pharmacy Accumulator.
- Reviews monthly claims to check register reconciliation from TPA.
- Creates and maintains monthly dashboards related to claims and eligibility.
- Prepares PBM reports (Rx roster, ad hoc research).
- Builds and updates grants database to accurately report grants by county, project area, grant program, etc.
- Prepares annual county reports.
- Files issues with DHCS and follows up with tickets.
- Provides eligibility support by processing eligibility for CMSP healthcare programs, tests system, and maintains enrollment system users and locations.
- Performs automation of various tasks.
- Serves as backup for website maintenance.
- Performs other duties or special projects as required or as assigned by a supervisor.



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Desired Minimum Qualifications

Education: Bachelor's degree from an accredited college or university.

Field of study: Computer Science, Data Science, Statistics, Information Systems or related field.

Work Experience: One (1) to two (2) years of professional data development and SQL query writing experience.

Certifications/Licenses Required: N/A.

Knowledge, Skills and Abilities

Knowledge of:

- Healthcare industry services and programs.
- Health services eligibility, utilization, and health claims data.
- Using one or more data tools like Tableau, Power BI, Python, etc.
- Analytical techniques including statistical data gathering, report writing, and presentation methods.
- Office procedures, methods, and equipment, including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.
- Principles and practices of record management, work-load management, and quality control.
- Applicable federal, state, and local laws, codes, and regulations.
- Fundamental public relations techniques.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Understand large databases.
- Write SQL queries to extract data from a relational database management system like SQL Server.
- Think logically, analyze data, and solve data problems.
- Accurately write SQL queries.
- Listen and communicate clearly and concisely, both verbally and in writing.
- Collaborate and establish rapport with internal and external stakeholders.
- Track, organize, and prioritize work assignments.
- Use automated technology to maintain records and files.
- Work with sensitive and confidential information.
- Establish and maintain effective working relationships with others.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands are minimal and typical of similar jobs in comparable organizations.



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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment, with continuous contact with staff and public. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Pay and Benefits

- Part Time Position, 20 hours / week
- \$23 - \$41.50 per hour (depending on qualifications and experience). This position is non-exempt.
- Paid vacation and sick leave.
- Retirement plan and optional 457(b) plan.

To Apply

Please send a cover letter and resume to jobs@cmspcounties.org.

The duties herein are intended only to illustrate the various types of work that may be assigned, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of CMSP.