



Job Code: 7866

Grade: 23

HCWR: N

Job Title

Manager of Finance, Health Plan Services

Department

Health Plan Services

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under the direction of the Director of Finance or designee, manages staff and processes for strategic initiatives and analysis for the health plan. This role is responsible for leading financial analysis and medical economics for the health plan. Oversees finance activities for Medicare line of business. Analyzes and reviews financial performance reporting of network providers. Leads medical cost action plan process to achieve cost savings or revenue increases for the health plan. Supports provider network department on analysis for provider contracting. Interacts with actuarial team to evaluate health plan rate setting and risk adjustment. Leads health plan cost reporting processes with Medicaid agency.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Manages and oversees work of direct reports within the finance department
- Implements strategic finance initiatives for the health plan to ensure success and timely completion, including developing and monitoring targets and measures
- Leads health plan cost reporting processes with Medicaid agency.
- Oversees finance activities for Medicare lines of business.
- Plans, conducts, and directs work on complex projects and initiatives
- Manages the financial analysis of medical costs and development of action plans to reduce cost and utilization, including leading medical cost action plan initiatives
- Provides analysis and recommendations for provider contracting
- Leads processes to evaluate provider performance across multiple metrics such as cost and utilization
- Develops and implements plans related to performance variances
- Reviews government reforms, budgetary, and legislative changes to determine impact on health plan.
- Relates analytical findings to business questions and objectives, including integrating information from multiples sources, discern implications for future analysis and identify opportunities for enhancing the integrity of data results.
- Develops presentations and provides briefings to key stakeholders including senior leadership.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college or university with five (5) years of finance experience within a health plan
- At least two (2) years of prior finance experience with a Medicaid and/or Medicare health plan
- Prior experience in financial analysis and provider performance reporting with a health plan
- Intermediate proficiency using Microsoft Office products

Preferred Qualifications

- Master' degree from an accredited college or university



Preferred Qualifications

- Experience using databases programs analysis such as Microsoft Access, SQL, Stata, or SASS
- Experience in a leadership role within a managed care organization

Knowledge, Skills, Abilities and Other Characteristics

- Expertise using Excel including complex formulas such as V-Lookups and Pivot Tables
- Knowledge of fiscal impact, statistical and financial analysis techniques for managed care organizations including utilization/1,000, PMPM, and cost averages
- Knowledge of medical claims and membership data from Commercial, Medicaid, or Medicare organizations
- Knowledge of business, finance, and budgeting practices and legal requirements
- Demonstrate problem solving and critical thinking skills
- Ability to analyze and reconcile large data sets
- Ability to work independently with a high degree of accuracy and attention to detail.
- Ability to manage projects and lead teams
- Ability to communicate both verbally and in written formats
- Ability to quickly gain through understanding of the business

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.