



Job Code: 9257

Grade: 20

HCWR: N

Job Title

Delegation and Vendor Oversight Analyst

Department

Health Plan Services

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

Job Summary

The Delegation Vendor Oversight Analyst is responsible for assisting with the oversight of delegates and vendors contracted with CountyCare and Health Plan Services. This position will also be providing support for the Requests for Proposals (RFPs) process for prospective vendors as well as assists with tracking, amending, and evaluating vendor contracts.

Typical Duties

- Analyzes, interprets, and trends vendor data to drive oversight and management of vendors.
- Assists the Delegation and Vendor Oversight staff with pre-delegation and annual audits per regulatory, State, Federal and accreditation standards for delegates.
- Conducts reviews of all delegate and vendor contracts and scope of work. Assists with updating contracts and creating amendments, as needed.
- Tracks the status of all current vendor contracts and maintains contract inventory.
- Assists with drafting RFPs and collaborating with Supply Chain Management Procurement process for all prospective vendors.
- Ensures operational processes and policies are compliant with corporate standards and applicable local, state, and federal regulations.
- Provides recommendations to managed care contractual issues pertaining to contract interpretation. Identifies process improvements as necessary
- Analyzes and identifies areas of demand regarding vendors and provides suggestions on how to meet those demands.
- Follows up on assigned tasks, tracking status and ensures timely submission of key documents and reports.
- Attends and participates in meeting and committee discussion.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelors degree from an accredited college or university
- One (1) year of health plan experience in a Medicare health plan, Medicaid health plan, or health system
- One (1) year of experience working with delegates and vendors such as a Third-Party Administrator, Vision, Dental, and Transportation vendors and Pharmacy Benefit Manager, etc.
- Proficient with Microsoft Office (Office, Word, Excel, PowerPoint)



Preferred Qualifications

- Prior Managed Care experience
- Prior vendor procurement experience
- Proficiency with Microsoft Visio

Knowledge, Skills, Abilities and Other Characteristics

- Excellent interpersonal, verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrates good computer and typing skills
- Demonstrate good phone and email etiquette skills with strong response times
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision to support research and presentation skills
- Strong time management skills to prioritize tasks in accordance with urgency and complexity as well as pivot focus as needed.
- Ability to prioritize, plan and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to perform accurate and reliable mathematical calculations to support reimbursement analysis and measure financial performance
- Ability to work flexible hours
- Ability to adhere to confidentiality standards and HIPAA compliance programs
- Must be able to travel to work sites throughout Cook County

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.