Open Position

Retirement Systems of Alabama

The Retirement Systems of Alabama (RSA) is currently seeking a Business Analytics Specialist. Interested RSA employees with a BS in Business Administration with a major in Business Analytics, Data Analytics, Information Systems Management, or Healthcare Administration.

Job Title:	Business Analytics Specialist	**Date**:	**August 8, 2022**

OVERVIEW:

The Business Analytics Specialist in the Business Analytics section of the Accounting division works primarily with the Business Analytics Manager, CFO, and PEEHIP executives as a data analyst to deliver analytical solutions and data processing capabilities. The position mainly focuses on PEEHIP-related information and involves learning and utilizing various database programs and techniques to maintain medical benefits and claims data and to create reports and analyses that support decision-making processes by PEEHIP executives. Proficiency in Microsoft Office products (Access and Excel) and Structured Query Language (SQL) is necessary to accomplish data mining, analysis, and programming tasks. The employee in this position should be aware of current trends affecting the medical/prescription drug industry and be able to apply that knowledge to various data mining processes. This position comes in contact with a large amount of confidential RSA member information and must adhere to the proper procedures for communicating it internally and with outside vendors. This position regularly takes on additional projects and is expected to apply high-quality data and analysis to each one.

DESCRIPTION OF RESPONSIBILITIES:

The Business Analytics Specialist will be accountable for processes related to delivering analytical solutions and data processing capabilities. The position mainly focuses on PEEHIP-related information and involves learning and utilizing various database programs and techniques to maintain medical benefits and claims data and to create reports that support decision-making processes by the PEEHIP Board of Control, CEO, CFO, and PEEHIP executives. The incumbent in this position should be aware of current trends affecting the medical/prescription drug industry, IRS laws, regulations, and Affordable Care Act requirements and be able to apply that knowledge to various data mining processes. Reconcile confidential financial information for 350,000 members with contracted health insurance providers and state/federal government entities to promote data consistency and financial well-being. Perform ad hoc and routine medical/prescription claims analyses by creating both summarized and detailed exception, informational, and trend reports. Maintain databases containing medical and prescription data in order to provide convenient and functional references for analysis. Assist in designing and developing data reporting systems for business operations. Streamline/standardize processes by programming queries and developing applications in order to guarantee accuracy and timeliness of requested information. Frequently participate in meetings and conference calls with contracted vendors and government agencies to assist in resolving any outstanding issues or discrepancies and to remain informed of current industry events that could potentially affect PEEHIP. Assist executives and managers in meeting various departmental and organizational deadlines as needed. Develop key metrics for management to see trends and recognize necessary corrections and adjustments. The incumbent will be involved with developing PowerPoint presentations to educate the PEEHIP Board of Control, agencies, and employees on any changes that occur each year.

The above statements are intended to describe the general nature and level of work being performed by the incumbent assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The successful candidate for this unclassified position will report to the Business Analytics Manager.

REQUIREMENTS:

Performance Abilities / Minimum Qualifications:

- Maintain multiple projects and meet targeted deadlines.
- Independent self-starter with problem-solving/decision-making capabilities.
- Project management/planning for special projects as assigned.
- Strong communication and presentation skills (written/interpersonal).
- Strong research ability and comprehensive report generation ability.
- Ability to make presentations to various size groups.
- Strong analysis/interpretation of reports and metrics based upon collected data.
- Proficiency in automation (Databases, MS Suite (including Excel, Access), SQL Server, PowerPoint presentations).
- Valid Alabama Driver's License.

Education: BS Degree in Business Administration with a major in Business Analytics., Data Analytics, Information Systems Management, or Healthcare Administration.

Salary: Salary based upon qualifications and experience.

Resumes must be submitted to the Retirement Systems of Alabama P.O. Box 302150 Montgomery, Alabama 36130-2150. Attention: Human Resources Office

Telephone: 334-517-7800

Fax: 334-517-7906

Resume Submission Deadline: 5:00 p.m., Friday, December 30, 2022

The Retirement Systems of Alabama is an Equal Opportunity Employer