Open Position: Business Analytics Specialist

The RSA Accounting Division is currently seeking a Business Analytics Specialist, an unclassified position. Not every applicant who submits a resume will be interviewed.

Job Title	Business Analytics Specialist	Announcement Date	October 17, 2023

JOB DESCRIPTION

The Business Analytics Specialist unclassified position, in the Financial / Business Analysis section of the Accounting division, works primarily with the Business Analytics Manager, CFO and PEEHIP executives as a Financial 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 to maintain medical benefits data and to create reports that support decision-making processes by PEEHIP executives. Proficiency in Microsoft Office products, especially Access and Excel is necessary. Basic knowledge of SQL (structured query language) is often necessary to accomplish data mining/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 / analysis to each one.

QUALIFICATIONS AND SKILLS REQUIRED

- BS in Business Analytics or Information Systems is preferred.
- BS / BA Degree in Business Administration with a major in Accounting or Finance is acceptable.
- 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, Power Point presentations).
- Valid Alabama Driver's License.

MAJOR DUTIES AND 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 to maintain medical benefits 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 300,000 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 forming macros 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.
- Assist in acquiring / analyzing data as well as standardizing processes related to the Medicare Advantage Prescription Drug Plan (MAPDP).
- Assist in acquiring / analyzing data between multiple vendors involved in the new PEEHIP Wellness Program. Position will be involved with the development, implementation, and performance evaluation (*including monthly metrics and analysis*), which substantiate programs overall effectiveness and impact related to outlined goals and objectives.
- Incumbent will be involved with developing power point presentations to educate PEEHIP Board of Control, agencies and employees on any changes that occur each year.
- The successful candidate for this position will work with the Accounting Division Monday-Friday, 8:00 a.m. to 5:00 p.m. on-site at our RSA Administration building in downtown Montgomery.
- Successful candidate for this unclassified position will report to the Business Analytics Manager.

The above statements are intended to describe the general nature and level of work performed by this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This position will provide the candidate with a unique understanding of RSA plans and participants, in addition to providing personal and professional development.

SPECIAL NOTE: Not everyone who applies for this open position will be interviewed.

*Applicants hired by the State of Alabama (RSA) on or after January 1, 2012, will be subject to the E-Verify process pursuant to Act No. 2011-535.

Resumes must be submitted to the Retirement Systems of Alabama, P.O. Box 302150 Montgomery, Alabama 36130-2150, Attention: RSA Human Resources Division, Suite 544

Email to RSA.HumanResourcesMail@rsa-al.gov or Fax: 334.517.7906

Resume Submission Deadline: Open until filled

Starting salary will be based on qualifications and experience.

The Retirement Systems of Alabama is an Equal Opportunity Employer