

Job Title: Healthcare Clinic Analyst
Department: Human Resources
Reports To: Executive Director, Human Resources
FLSA Status: Non-Exempt (hourly, on-call status)
Salary Schedule: SA/01/12



SUMMARY

The Healthcare Clinic Analyst prepares and interprets data needed to develop a cost benefit analysis and feasibility study report for the District to consider the possible development and sustainability of a District sponsored Healthcare Clinic. The Analyst develops a specific business and a strategic plan to implement on-site health clinic for employees to control insurance utilization and presents the plan to administration and school board. The Healthcare Clinic Analyst oversees compliance with federal and state statutes and regulations governing on-site health clinic administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

The Healthcare Clinic Analyst may perform duties as authorized from alternative work locations convenient to the effectiveness of the assigned tasks, in addition to periodic attendance at the District Office. The Analyst's assignment should not involve working more than 20-25 hours per week and depending on criticality of support, may not be assigned work during some periods.

Analyzes financial documents, insurance utilization reports, and historical data to establish insurance cost trends and develops cost benefit analysis for alternative health care delivery systems.

Evaluates local health care market, provider availability, and healthcare delivery systems to research and analyze options and complete needed feasibility studies to consider and make informed decisions for the possible establishment of a District sponsored employee healthcare clinic.

Participates in coordinating of cost control systems and the development of programs and support structures to achieve objectives.

Determines desired information of what data collection analysis methods, presentation and report structures.

Schedules and sets up advisory meetings for program recommendations and development of a communication plan for WCSD Administration and Board Members.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have working understanding of health care administration and support structures.

Ability to work independently and meet deadlines.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret data, common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree or higher from a college/university in a related field and at least five years minimum experience in healthcare, hospital administration, or a related field.

Must have functional accounting and program management experience.

Must have strong computer skills, including experience using Microsoft Excel and presentation programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, walk, use fingers and hands to handle or feel, hear and talk or effectively communicate with others. The employee frequently is required to stand and reach with hands and arms. The employee occasionally is required to stoop, kneel, crouch, and/or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

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

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Benefits Coordinator			Date: 02/25/2019
Approved By: Executive Director, Human Resources			Date: 03/04/2019
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	