



**Center for Improving Value in Health Care (CIVHC)**  
**JOB DESCRIPTION**

**Position Title:** Manager of Data Quality  
**Reports To:** Director of Data Operations  
**Job Classification:** Exempt, Full-time  
**Salary:** \$90,000-\$110,000

**About CIVHC:**

Center for Improving Value in Health Care (CIVHC) is an objective, not-for-profit organization. Through services, health data, and analytics, we partner with Change Agents to drive towards the Triple Aim for all Coloradans. We believe that together we can alter the trajectory of health care and we are privileged to serve those striving toward a better health system for us all. We strive to empower individuals, communities, and organizations through collaborative support services and health care information to advance the Triple Aim of better health, better care, and lower costs.

We are committed to working toward diversifying our staff, board, and committees, creating a culture of diversity and inclusivity with an intention to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

**Overview:**

- The Manager of Data Quality is responsible for success of the Data Quality team by managing data intake, data processing, data enhancements, and end-user documentation. This leadership position recruits, supervises, coaches, and mentors members of the Data Quality team. The Manager of Data Quality works with vendors, staff, and external stakeholders to identify best practices to ensure claims data in the CO APCD is complete, accurate, well-documented, and capable of satisfying a variety of existing and innovative use cases. The Manager of Data Quality identifies opportunities to develop new data management and analytics capabilities to better serve CIVHC stakeholders. The Manager of Data Quality will also be responsible for developing and implementing CIVHC's Enhanced Operations Plan for ongoing data quality improvement.
- Success in this role will be measured according to the quality, completeness, and usability of CIVHC administered data, as well as demonstrated leadership.

**Minimum Qualifications:**

- Bachelor's degree, Master's preferred; Eight years claims data quality analysis with management experience can be accepted in lieu of education.
- Three years claims data quality analysis
- Three years data team management or demonstration of progressive leadership
- Experience working with big data in an enterprise data warehouse environment
- Experience identifying and implementing data processing best practices
- Coding and development experience using SQL, SAS
- Experience with standard claim grouping methods
- In-depth knowledge of claim billing and processing
- Familiarity with EMR systems
- Familiarity with provider business operations, hospital preferred

**Preferred and Essential Skills:**

- Ability to communicate clearly about complex data topics including both written and verbal communication.
- Project management and documentation
- Database architecture planning
- ETL mapping
- Process improvement
- Data quality validation
- Resource planning
- Intellectual curiosity
- Leadership, coaching, and addition to the CIVHC knowledge base

**Benefits:**

- 403(b) Retirement Plan
- Medical, Dental, and Vision plans
- Healthcare and Dependent Care Flexible Spending Account options
- Paid life insurance
- Short- and long-term disability coverage
- 9 paid holidays per year plus generous personal time off
- Company-paid parking
- On-site workout facility
- Excellent work-life programs, such as flexible schedules, and work-from-home options
- Employee wellness program
- Internal professional development opportunities
- Position may qualify for Public Service Loan Forgiveness Program. For more information, go to: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

**Physical Requirements:**

- Ability to work at a computer for extended periods
- Ability to travel to and from meetings; some overnight travel may be required.

**Limitations and Disclaimer:**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

**Application Instructions:**

Interested candidates should submit a cover letter and resume to [careers@civhc.org](mailto:careers@civhc.org). Please include the job title and your name in the email subject line. You will only be contacted if you are selected for an interview.