

EMPLOYEE BENEFITS DIVISION

Health Care and Benefits Analyst JOB DESCRIPTION

The **Health Care and Benefits Analyst** supports the client management team in evaluating the financial, clinical, and operational performance of employee benefit accounts.

The **Health Care and Benefits Analyst** serves a key role in helping the client team identify trends, draw insight, and create presentations and reports for varied audiences, including the senior management of clients.

Successful candidates will typically hold a bachelor's degree in accounting, finance, statistics, math, or related fields. In addition, they will have two to three years of experience in employee benefits insurance, health care administration, or financial services in general.

REPORTS TO

Practice Leader

CORE COMPETENCIES

- Aptitude in math and basic statistics
- Good communication skills – written, and verbal
- Data visualization ability and interest
- Proficiency in Microsoft Excel (advanced)
- Employee benefit program knowledge: products, funding methods, contract features, design strategies, interest in learning the basics of health care regulations
- Ability to work well in a team environment focused on delivering an A+ client experience
- A commitment to accuracy and peer review

JOB REQUIREMENTS

- Proactively provide periodic financial and clinical reporting for self-funded and “experience rated” health plans, keeping the client team informed of developments impacting financial results.
- Adhere to assigned timelines as identified in the client work plan. Provide fellow team members with project milestone updates.
- Perform analytical projects that could include:
 - Stop loss insurance and risk analysis
 - IBNR (claim reserve) calculations
 - Cost impacts of plan design changes
 - Employee benefit plan budgeting
 - Plan contribution modeling
 - Provider network analysis
- Prepare client presentations that include:
 - Annual Stewardship reports

- Employee benefit renewals
- Assist the client team in the presentation and delivery of reports as needed.
- Prepare and submit coverage Request for Proposals (RFP's) – medical and prescription drug plans.

SUPERVISORY RESPONSIBILITY

None

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, cell phones, photocopiers, filing cabinets and fax machines.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

POSITION TYPE/EXPECTED HOURS OF WORK

Full Time Position – 40-hour work week

