



POSITION DESCRIPTION

NAME:		DEPARTMENT:	Analytics, Health & Welfare
TITLE:	Senior Benefits Analyst	STATUS:	Full-Time
REPORTS TO:	President, Benefits	CLASSIFICATION:	Exempt

JOB SUMMARY/ORGANIZATIONAL IMPACT: The Senior Benefits Analyst (“SBA”) reports directly to President, Benefits and provides analytical support to account management staff in the Health and Welfare division. The focus of this position is to analyze, benchmark, and forecast the impact of claims data and develop analytical solutions for Summit’s clients. The SBA will collect and organize client data to effectively present strategies and solutions during client meetings and presentations. This position requires continual, effective team communication with Account Managers.

RESPONSIBILITIES/ ESSENTIAL FUNCTIONS:

- Perform in-depth analysis of healthcare benefit data to benchmark, design, develop, and deliver analytical solutions to clients.
- Create predictive models using Summit’s technology and interpret analytical results to provide meaningful, decision worthy analytics to Summit’s clients.
- Perform analytic services (both routine and ad-hoc), to meet quality, cost, and service objectives, while ensuring all client deliverables are completed on time and meet expectations.
- Execute high-quality analytic solutions to implement processes and procedures while ensuring compliance with the Affordable Care Act, HIPAA, and other federal and state regulations.
- Present analytic results to leadership and Account Managers to aid in development, and delivery of results to clients. Partner with Account Managers to develop new initiatives or plan design changes for clients.
- Report and record all activity and correspondence with associates, clients and prospects through the CRM system for review by leadership.
- Continue to gain industry knowledge through continuing education by vendor meetings (internal and external), industry news, and conference call/webinars.
- Mentor and educate less experienced team member who shall be assigned.
- Recognize areas of weakness, provide suggestions, and update documentation for process improvement.
- Perform general and administrative duties as assigned.

REQUIRED QUALIFICATIONS

<p>Knowledge</p> <ul style="list-style-type: none"> • Customer and Personal Service. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. • Insurance (Health and Welfare) Knowledge of the group insurance industry as it relates to fully insured medical, dental, vision, life and disability plans, as well as health information privacy laws (HIPAA). • Third-Party Administration. Knowledge of the third-party administration industry, namely medical plans, flexible spending accounts, and COBRA administration. • Statistics. Knowledge of using data and statistical methods to solve and explain problems and solutions. <p>Skills</p> <ul style="list-style-type: none"> • Active Listening. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. • Speaking. Talking to others to convey information effectively. • Service Orientation. Actively looking for ways to help people • Critical Thinking. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. • Social Perceptiveness. Being aware of others' reactions and understanding why they react as they do. • Organization. Balancing multiple tasks with different deadlines. • Technology. Utilizing technological savviness to understand and figure out technological programs and processes. 	<p>Abilities</p> <ul style="list-style-type: none"> • Oral Expression. The ability to communicate information and ideas in speaking so others will understand. • Speech Clarity. The ability to speak clearly so others can understand you. • Problem Sensitivity. The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. • Written Expression. The ability to communicate information and ideas in writing so others will understand. • Judgment and Decision Making. The ability to use ethical principles and sound judgment when faced with making difficult decisions. • Team Player. The ability to work cooperatively and effectively in a team environment to accomplish group goals. • Flexibility. Ability to adapt to new information and embrace changing conditions and unexpected obstacles. <p>Experience:</p> <ul style="list-style-type: none"> • 3+ years of job-related experience in Healthcare/Benefits industry preferred • Experience using Microsoft Office 365; Outlook, OneDrive, SharePoint and Dynamics preferred <p>Education Required:</p> <ul style="list-style-type: none"> • Bachelor's degree with a focus in mathematics or statistics preferred. <p>Certifications/Licenses:</p> <ul style="list-style-type: none"> • Active Life, Accident, & Health Producer License preferred
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