**Virginia Premier Health Plan, Inc.**

**POSITION DESCRIPTION**

**EFFECTIVE:** April 2007  
**EXEMPT:** X  
**LAST REVISION:** May 2008  
**NONEXEMPT:**  
**APPROVED BY:**

**POSITION TITLE:** Business Analyst I  
**REPORTS TO:** Manager, Corporate Analytics  
**LOCATION:** Richmond  
**DEPARTMENT:** Administration

**POSITION OVERVIEW**

This position is responsible for developing an extensive expertise in the data systems available through Virginia Premier Operations. Requires expertise in the analysis of disparate data sources and development of data presentations to multiple operational areas within the company. Will be required to develop an expertise in the COGNOS reporting tool system. Will participate in and contribute to the analysis of business opportunities and existing lines of business.

**POSITION DUTIES AND RESPONSIBILITIES**

- Develop and distribute reports related to multiple product lines and business units as assigned

- Design and maintain data structures and systems

- Develop an expertise in GE MCA report functionality, including DBMS, UM, and other standard report systems

- Assist in the design and development of the Data Report System, utilizing the COGNOS set of software products (Impromptu, Transformer, and Powerplay)

- Assist in development of benchmark reports

- Assist in the analysis and presentation of business opportunities

- Participate in development and analysis teams with other managers (including managers of other organizations)
• Other duties as assigned.

MINIMUM EDUCATION REQUIREMENTS

• Bachelors Degree in Business, Health Administration, Mathematics, or Information Systems.

SPECIAL KNOWLEDGE AND/OR SKILLS

• Proven ability to analyze data
• Demonstrated experience in developing analysis and presenting data
• Experience in use of information system resources

WORK BACKGROUND/EXPERIENCE

• Experience in business analysis, health care (preferably Medicaid Managed Care).
• Six Sigma Green Belt preferred.

______________________________    __________________________
Employees Signature                Date

The employee’s signature indicates that the description has been discussed with the employee and that he/she is aware of duties for which he/she is responsible.

NOTE: Management has the right to change or add duties at any time.