**State of New Jersey**
DEPARTMENT OF BANKING AND INSURANCE
OFFICE OF HUMAN RESOURCES

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# NOTICE OF VACANCY

*STATE-WIDE – OPEN TO THE PUBLIC*

**POSTING #:** BIA-2023-006

**OPENING DATE:** January 19, 2023

**TITLE:** Data Analytics Lead
(Government Representative 2)

**CLOSING DATE:** February 19, 2023

**UNIT:** New Jersey State-Based Health Insurance Exchange

**LOCATION:** Trenton, NJ

**SALARY:** $80,000-$85,000

**OPEN TO:** Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions.

## BACKGROUND

In June 2019, Governor Phil Murphy signed legislation to establish a State-Based Health Insurance Exchange for New Jersey. This law was enacted with the aim of expanding residents' access to quality, affordable health coverage and care. The Department of Banking & Insurance (DOBI) has implemented the State-Based Health Insurance Exchange, *Get Covered New Jersey (www.GetCovered.NJ.gov)*, which launched in November of 2020. A critical function of the State-Based Health Insurance Exchange, a division within the Department, is improving access to health coverage throughout the State.

## RESPONSIBILITIES

The Department of Banking and Insurance seeks qualified candidates for the position of Data Analytics Lead for the New Jersey State-Based Health Insurance Exchange. Get Covered New Jersey's core system platform is hosted in the cloud by its selected technology vendor and is uniquely configured and customized to meet New Jersey's needs. Included in the platform is a reporting environment for the self-service provision of reports and dashboards. Reporting and information delivery is achieved via a mix of reports/dashboards, custom reports written by the technology vendor, and manipulation of data extracts (Microsoft Excel, Access, etc.). The Data Analytics Lead is responsible for overseeing the development and delivery of mission-critical Exchange data analytics to program and department leadership, performing data analysis that guides Exchange policy and operations, managing reporting requirements, and ensuring that Get Covered New Jersey is fully leveraging data to inform long-term strategies, and other related operational needs.

Examples of key responsibilities include:
- Act as the primary point of contact for all reporting and data analysis information needs
- Write data reports and analyze Exchange data to support the full range of programmatic needs related to ongoing system and operational monitoring, and to inform programmatic decision-making
- Develop, document and maintain key operational reports and dashboards in various IT systems throughout the

organization to be reported on a daily basis and other regular timeframes

- Develop and maintain expertise in Exchange data, including nuanced understanding of data interactions, caveats, and trends in order to write reports and manipulate data to provide key programmatic insights
- Gain knowledge of the Exchange in order to ensure data reports capture program nuances
- Request, manage, and review reports from the technology support vendor
- Act as both a "quality assurance lead," ensuring data quality and consistency, as well as a data "translator," ensuring that data interpretations are consistent with any known limitations or exceptions
- Develop reports that anticipate future programmatic need for data insights, as well as identify and communicate trends related to program eligibility, enrollment, and consumer activity
- Stay current with reporting and data models design trends, best practices and technology directions. Provide recommendations for reporting and business intelligence roadmap to reflect industry direction
- Collaborate with other IT staff members in the development and implementation of IT data projects, as needed.
- Work consultatively with the business to add analytical considerations and precision to reporting requests
- Assist Get Covered New Jersey staff in the analysis of information for various projects and internal processes These analyses may relate to any component of the Get Covered New Jersey system, from Call Center operations to consumer application, eligibility, and enrollment data
- Develop an understanding of data relevance and meaning for purposes of informing business policies and decisions
- Manage reporting of data as directed

### *REQUIREMENTS*

**EDUCATION**: Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE**: At least three (3) years of data management/analysis experience in healthcare or health insurance related fields. Experience should include working with relational databases and reporting tools, analyzing data, creating reports and publishing results, highly extensive knowledge and skill in Microsoft Excel and working with technology vendors.

**KNOWLEDGE AND ABILITIES**

- Knowledge of different forms of reporting software
- Ability to quickly develop new domain expertise and technical capabilities
- Ability to support a business team using data reporting software (e.g., Tableau, Power BI, Oracle)
- Ability to utilize effective communications skills including presentation skills to concisely communicate data
- Ability to develop report and act as database administrator

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY REQUIREMENTS:** In accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70) , effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

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**Interested applicants should submit a *letter of interest, resume and* three (3) professional references of your current or former supervisors or managers- please only provide references for those to whom you have reported in the workplace and those who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All documents should be submitted in PDF format by February 19, 2023 to: human.resources@dobi.nj.gov. Please include Posting #BIA-2023-006 in the subject line of your email.**

**The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application**

**and/or hiring process, please notify the Department's ADA Coordinator, Lisa Clapp, at
lisa.clapp@dobi.nj.gov or (609) 940-7337. Determinations on requests for reasonable accommodations will
be made on a case-by-case basis.**

*NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Submit a copy of the
evaluation with each application that requires a college degree or credits. For additional information, please refer to the
Civil Service Commission website at: http://www.state.nj.us/csc/seekers/about/steps/step2.html.*