HEALTH ONE ALLIANCE, LLC, ITS SUBSIDIARIES AND AFFILIATES
JOB DESCRIPTION

JOB TITLE: IT Business Analyst
DEPARTMENT: IT Development
JOB TYPE: Full Time
LOCATION: The Colony, TX
REPORTS TO: Software Architect Manager

MISSION

Our mission is to enhance well-being by connecting individuals with vital health resources through a compassionate workforce that embodies the spirit of neighbors helping neighbors.

VALUES

HealthOne is guided by a cultural framework that embodies our values and drives our decisions.



Our **PURPOSE** is to care for people by connecting them to resources that help protect them in health related situations. To fulfill our purpose, we align our **PRIORITIES** to ensure each decision we make is ethical, empathetic, economical, and efficient. We care for **PEOPLE** by being welcoming, authentic, truthful, consistent, and humble. We are continuously looking for ways to improve our **PROCESS** and how we get things done.

HealthOne seeks individuals with integrity and heart to embody our values. Whether you're starting your career or looking to develop additional skills to reach your full potential, HealthOne provides the means to help you achieve your goals.

JOB PURPOSE

The IT Business Analyst will be a vital link between our information technology capacity and our business objectives by supporting and ensuring the successful completion of analytical, building, testing and deployment tasks of our software product's features. The IT Business Analyst reviews, analyzes, and evaluates user needs to create systems solutions that support overall business strategies. The incumbent also documents system requirements, defines scope and objectives, and assists in the creation of system specifications that drive system development and implementation. This position is a liaison between IT and users and have both business and technical expertise.

ESSENTIAL JOB DUTIES

- Understands business requirements and produces requirement specification documents
- Defines and maintains product vision and roadmap aligned with health plan strategy, regulatory obligations, and enterprise IT architecture
- Creates application design documents
- Understands and follows the company's software development life cycle process
- Supports release planning and production readiness
- Reports on common sources of technical issues or questions and makes recommendations to product team

- Works closely with project team to maintain a continuous knowledge of project status in order to identify potential issues and/or opportunities
- Ensures client issues are dealt with in an efficient manner, informing all parties of any outstanding issues or problems
- Communicates client's goals and represents client's interests to the team
- Partners with business leaders across Enrollment, Claims, Provider Network, Billing, Finance, Medical Management, Compliance, and Client Services
- Serves as the single point of accountability for product scope, priorities, and trade-off decisions
- Continuously finds ways to improve monitoring, discover issues and deliver better value to the customer
- Performs quality assurance
- Defines reporting and alerting requirements
- Owns and develops relationships with partners, working with them to optimize and enhance our solutions
- Works closely with management to prioritize business and information needs
- Locates and defines new process improvement opportunities
- Maintains documentation in CRM tool
- Regular and predictable attendance Maintains regular and predictable attendance
- Consistently demonstrates compliance with HIPAA regulations, professional conduct, and ethical practice
- Works to encourage and promote Company culture throughout the organization
- Other duties as may be assigned

QUALIFICATIONS

- Bachelor’s degree from an accredited college in related field or commensurate work experience
- 3+ years of experience in IT product ownership, business analysis, or IT delivery within healthcare or insurance organizations
- Proven experience in eliciting requirements and testing
- Ability to work under pressure and meet project delivery dates
- Experience in analyzing data to draw business-related conclusions and in data visualization techniques and tools
- Basic knowledge in writing SQL queries
- Solid experience in generating process and screen design documentation
- Strong written and verbal communication skills including technical writing skills
- Strong knowledge of and experience with Microsoft Word and Excel

PHYSICAL REQUIREMENTS

Prolonged periods of sitting at a desk and working on a computer. Moderate to significant amount of stress in meeting deadlines and dealing with day-to-day responsibilities. Must be able to drive a vehicle and daytime/overnight travel as required.

BENEFITS

401K (4% Match, Immediate Vesting)
Accident insurance
Competitive salary
Critical Illness Insurance
Dental Insurance
Employee Assistance Program
Flexible Spending Account
Health & Wellness Program
Health Savings Account
Life & AD&D Insurance
Long Term Disability
Medical Insurance
Paid Time Off
Pet Insurance
Short Term Disability
Vision Insurance

PRE-EMPLOYMENT SCREENING

Drug Screen and Background Check Required

HEALTHONE IS AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, disability, sex, age, ethnic or national origin, marital status, sexual orientation, gender identity or presentation, pregnancy, genetics, veteran status or any other status protected by state or federal law.