COMMONWEALTH OF KENTUCKY
JOB CLASS SPECIFICATION

HEALTHCARE DATA ADMINISTRATOR

Job Number: 20001751

Job Code: 93850V230916

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 12/01/1998

Job Revised: 09/16/2023

Grade: 17	Salary (MIN - MID):	**Special Entrance Rate:**
	$30.082-$45.123 - Hourly	**NONE**
	$4,888.34-$7,332.50 - 37.5 Hr. Monthly Salary	**NONE**
	$5,214.22-$7,821.32 - 40 Hr. Monthly Salary	**NONE**

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees the collection of, and evaluates the data provided by health and life insurance carriers and third party administrators participating in the state government $400+ million health care and life insurance program or Medicaid services programs. Provides analysis of data, and participates in the evaluation and negotiation of carrier proposals and renewal requests; OR oversees the collection and evaluation of hospital inpatient and outpatient discharge data. Provides health data analysis and data mining to support health care policy; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in business, a natural science or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of professional experience in one or more of the following: financial analysis, data analysis, statistical evaluations, or research analysis, OR experience in the health care industry.

Substitute EDUCATION for EXPERIENCE:

Additional graduate level education in one of the above fields will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in the above fields will substitute for up to two years of the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: ***Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.***

Participates with IT and agency staff in developing and implementing the system documentation standards and methods of data collection. Develops and provides training to personnel cabinet staff and carriers with reference to data collection standards and processes. Evaluates the data collected, identifies data anomalies, and works with carriers to correct those anomalies and prevent recurrences. Analyzes the meaning of the data collected and projects its impact. Participates in the analysis and negotiation of health care proposals and renewals by carriers. Provides advice to the director, deputy commissioner, commissioner, and cabinet secretary with regard to health care utilization. Communicates by letter, telephone, and in person with carriers, executive leadership, legislators and the general public relating to health and life insurance utilization and costs. Testifies as an expert before legislative committees as needed.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: ***Incumbents in the job will typically perform their job duties under these conditions.***

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.