

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Healthcare Strategy Analyst

UNION: ETEAM

SG: E2-8

DEPARTMENT: Human Resources

CS: N

FLSA: N

EEO4/SOCCODE: PR/13-1141

JOB SUMMARY:

Conducts analysis, evaluation and development of healthcare cost-management strategies to support affordable, high-quality healthcare. Conducts research and data analysis to identify opportunities for cost containment and inform recommendations that balance cost, access, quality and outcomes.

Develops strategies and programs designed to improve healthcare utilization, expand cost-effective access to care and enhance the overall value of benefits. Provides strategic insights and recommendations to leadership and works collaboratively with vendors, healthcare providers, and community partners to advance organizational healthcare objectives. Develops data-driven, effective and compliant initiatives aligned with City goals.

SUPERVISORY RELATIONSHIP:

Reports to the Human Resources Director. Works independently under general supervision and the guidance of City and departmental policies and procedures, union contract provisions, and other applicable governmental regulations. Consults and works collaboratively with Human Resources colleagues and City leadership.

ESSENTIAL FUNCTIONS OF THE JOB:

Benefits Analysis and Cost Management

1. Conducts analysis of complex data including healthcare and pharmacy utilization, claims data, cost trends, and engagement metrics to identify key drivers of expenses.
2. Performs comprehensive evaluations of existing health plans, applying strong analytical expertise to recommend cost-containment strategies that maintain or improve care quality.
3. Develops clear, well-structured reports, forecasts, dashboards, and presentations that translate complex data into actionable insights for leadership and stakeholders.
4. Monitors and evaluates vendor performance, including insurance carriers, third-party administrators, pharmacy benefit managers and wellness providers, using established metrics and analytics.
5. Supports contract negotiations with benefits providers through data-supported recommendations and strategic analysis.

Program Development and Strategy

1. Performs comprehensive research and evaluation of alternate health benefit plan options, applying strong analytical and benefits-design expertise to recommend new cost maintenance strategies that maintain or improve care quality.
2. Builds and maintains partnerships with healthcare providers, third-party administrators, nonprofits, and community organizations to research and support cost-reduction strategies.
3. Designs, implements, and evaluates strategic initiatives aimed at reducing or containing healthcare costs, including, but not limited to, alternate healthcare models, wellness programs, preventative care incentives and telehealth utilization.
4. Uses analytical findings to assess the effectiveness of current programs and recommend evidence-based improvements.
5. Identifies and develops strategies to expand cost-effective healthcare access, reduce reliance on high-cost services and optimize utilization patterns.
6. Ensures all programs and recommendations comply with applicable federal, state and local regulations.

Data and Reporting

1. Performs comprehensive data review and develops detailed, accurate reports to track key performance indicators related to healthcare costs, utilization and outcomes.
2. Evaluates the effectiveness and ROI of cost-containment initiatives and communicates results to leadership.
3. Ensures data integrity, confidentiality and accuracy across all reporting and analytics activities.
4. Forecasts the potential impact of proposed strategies and supports long-term strategic planning.

General

1. Supports and promotes One City by working collaboratively across departments, approaching challenges with curiosity and humility, and taking ownership of outcomes to deliver equitable, consistent, high-quality services and solutions that contribute to a safe, thriving and future-ready community.

ADDITIONAL WORK PERFORMED:

1. Educates employees on health insurance benefits, cost-saving options and available community resources utilizing data-informed guidance in an easy-to-understand manner.
2. Conducts workshops, seminars and outreach campaigns to support informed healthcare decision-making.
3. Provides individualized assistance to employees navigating healthcare options, emphasizing high-value services and strategic use of benefits.

4. Performs other related duties of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Healthcare systems, insurance structures, and cost drivers.
- The roles of third-party administrators, pharmacy benefits managers, benefits consultants and other key roles in self-insured plan administration.
- General knowledge of community health resources and population health strategies.
- Health plan design, benefit structures, pharmacy benefit management and cost-containment strategies.
- Federal, state and local laws, regulations and compliance requirements governing benefits programs, including HIPAA, ACA, COBRA and related regulations.
- Program evaluation methodologies and performance measurement techniques.
- Community health resources, preventative care programs, behavioral health services and healthcare navigation resources.
- Research methods and statistical techniques used in program assessment and strategic planning.

Skill in:

- Strong analytical and problem-solving skills with the ability to interpret complex data.
- Excellent communication and engagement skills.
- Developing cost projections and business cases to support decision-making.
- Preparing clear, concise and comprehensive reports, presentations and recommendations for leadership.
- Conducting outreach, educational workshops and employee engagement activities.

Ability to:

- Manage multiple projects and work collaboratively and effectively with City leadership and HR department staff.
- Develop and maintain productive working relationships with employees, vendors, healthcare providers and community organizations.
- Educate employees on available resources and cost-effective healthcare options.
- Conduct independent research, analyze findings and formulate sound recommendations.
- Exercise sound judgment, initiative, discretion and strategic thinking in addressing complex issues.
- Monitor program outcomes, measure performance and make data-driven recommendations for continuous improvement.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform essential functions of the job including:
 - Operate a computer and other office equipment such as a keyboard, mouse, phone and fax machine;
 - Remain stationary for long periods of time;
 - Frequently communicate accurate information and ideas with others;
 - Move between work sites;
 - Occasionally transport items weighing up to 25 lbs.

WORKING ENVIRONMENT:

Work is primarily performed in a standard office setting subject to frequent interruptions and includes remaining stationary for extended periods of time. The work requires occasional off-site meetings and occasional overnight travel for conferences and training. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in public health, health administration, business administration or related field.
- Four years of work experience in healthcare analytics and employee benefits management.
- Demonstrated work experience analyzing healthcare claims data, cost drivers and benefits design.
- Experience with municipal or public sector benefits administration preferred.
- Background in population health or wellness program design preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and abilities to successfully perform the essential functions of the position will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent on passing a criminal background check.
- Ability to work a flexible schedule with occasional evening or weekend work to attend meetings.
- Work is performed primarily in-person. This position may be eligible for a hybrid work arrangement of up to two days per week after satisfying an initial training and orientation period.

PREPARED BY: D. Danner
A. Sullivan
F. Longman
9/26

REVIEWED BY: _____
Deborah Danner
Human Resources Director