

**RICHLAND COUNTY
POSITION DESCRIPTION**

Position Title: Business Systems Analyst **Department:** Health and Human Services

Reports to: Behavioral Health Services Manager **Pay Grade:** 23 & H

Date: August 18, 2020 **Hours Per Week:** 40

PURPOSE OF POSITION

The Business Systems Analyst position is responsible for organizing, coordinating, and monitoring business functions, data systems, program processes, and quality assurance for the Behavioral Health Services Unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Assists the Behavioral Health Services Manager in developing and tracking the Behavioral Health Services Unit budget.
- Assists the Behavioral Health Services Manager in the development and tracking of provider contracts and rates.
- Assists the Behavioral Health Services Manager in tracking all client placements.
- Responsible for all reporting and reconciliations related to Behavioral Health Services programming.
- Maintains and tracks all Behavioral Health Services provider credentialing.
- Responsible for all service prior authorizations requests and tracking.
- Responsible for all insurance credentialing.
- Responsible for all business functionality within the Electronic Health Record.
- Attends board meetings and other governance meetings as needed.
- Creates reports and reconciliations for the Behavioral Health Services Unit.
- Monitor legislative, contractual, and administrative requirements to assure compliance.
- Represents Richland County Health and Human Services to the community at large through professional interaction and participation in community advisory groups as requested.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Associate degree in business management or related field with three to five years of human services experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.
- Requires strong demonstrated IT skills utilizing such software as Microsoft WORD, EXCEL, and ACCESS. Demonstrated analytical skills and computer expertise required.
- Experience in a health care environment preferred.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client records, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to effectively communicate orally and in writing with clients, service providers, agency staff, governmental personnel, and the general public.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and use descriptive statistics.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement, decisiveness, and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performing activities within systems involving diversified work requiring exercise of judgement.

Physical Requirements

- Ability to operate a variety of office equipment including computers and ancillary devices, calculator, photocopier, fax, etc.
- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.

- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to work in a comfortable and occasionally unsafe office environment.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date