

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1775300

Senior Health Care Management Systems Analyst, Grade 18	1775300
Associate Health Care Management Systems Analyst, Grade 23	1775400
Principal Health Care Management Systems Analyst, Grade 27	1775500
Chief Health Care Management Systems Analyst, Grade 29	1775700

Brief Description of Class Series

Positions in this title series perform health care financing functions, conduct research related to the development and management of health care delivery systems, and work with various groups to develop policy options and recommendations to implement health care delivery system reforms. Incumbents also research and propose policy recommendations on Medicaid initiatives such as Managed Care, health insurance coverage, and how to contain health care costs in health care delivery systems while working to protect access to care.

Positions are classified at the Department of Health and Office for People With Developmental Disabilities.

Distinguishing Characteristics

Senior Health Care Management Systems Analyst: full performance level; reporting to a higher-level Health Care Management Systems Analyst or health care finance title, conducts health care financing functions related to health care delivery systems, researches policy options, and develops recommendations to improve health care systems, contain costs, and improve access to care.

Associate Health Care Management Systems Analyst: first supervisory level; reporting to a higher-level Health Care Management Systems Analyst or health care finance title, supervises Senior Health Care Management Systems Analysts and other staff; performs research and analysis functions for novel health care system initiatives; and oversees unit activities.

Principal Health Care Management Systems Analyst: second supervisory level; reporting to a higher-level Health Care Management Systems Analyst or health care finance title, supervises Associate Health Care Management Systems Analysts and other professional staff; and manages health care delivery system research and analysis functions.

Chief Health Care Management Systems Analyst: managerial level, reporting to a Health Care Financing Program Manager or other managerial position, supervises multiple Principal Health Care Management Systems Analysts that direct teams of lower-level Health Care Management Systems Analysts and other staff; and oversees the activities of multiple work units engaged in health care delivery system finance and research activities.

Related Classes

Health Care Fiscal Analysts perform a range of specialized activities related to the calculation and maintenance of Medicaid reimbursement rates, and the review and analysis of financial information, including Consolidated Fiscal Reports (CFR) from health care providers. Incumbents review and analyze cost and statistical data reported by health care providers; complete financial and statistical analysis of health care financing plans, programs, and methodologies; conduct financial feasibility studies; calculate Medicaid rates; and resolve health care provider rate appeals.

Illustrative Tasks

Senior Health Care Management Systems Analyst

Identifies, researches, and analyzes health care financing and delivery system issues.

- Conducts surveys, studies, and health care modeling activities to analyze health care systems and validate health care financing and utilization information.
- Drafts reports and proposals that analyze system changes impacting health care delivery systems and providers, and prepares presentation materials for stakeholders.
- Responds to inquiries from various groups regarding research and analysis activities.

Reviews State and federal health care statutes, regulations, and policies for their impact on health care delivery systems and systems' associated financing mechanisms.

- Identifies pertinent issues and assesses system and financial impacts.
- Reviews and analyzes Medicare and Medicaid health care reimbursement actions, and their impact on New York's health care delivery system.
- Reviews and analyzes current reimbursement systems for compliance with Executive direction and suggests improvements to policies and procedures.

Designs procedures to evaluate cost effectiveness and efficiency in health care delivery systems.

Evaluates the impact of reimbursement rate and other health care financing changes on health care delivery systems.

Associate Health Care Management Systems Analyst

Supervises a team of Senior Health Management Systems Analysts and other staff engaged in health care delivery system finance, research, and analysis functions.

Performs research and analysis functions for health care delivery system initiatives and issues that are novel and precedent setting.

Principal Health Care Management Systems Analyst

Supervises multiple teams of Associate Health Care Management Systems Analysts and other staff, and develops unit policies, procedures, and guidelines.

Manages unit priorities and directs unit staff in conducting finance, research, and analysis functions.

Identifies training needs for staff and arranges for provision of training.

Ensures delivery system projects and initiatives meet agency, State, and federal requirements.

Chief Health Care Management Systems Analyst

Administratively supervises multiple Principal Health Care Management Systems Analysts that supervise teams of lower-level staff.

Plans, assigns, and directs the work of multiple work sections, and manages health care delivery system finance, research, and analysis functions.

Directs health care delivery system reform projects involving coordination with State and local providers, other State agencies, and federal partners.

Minimum Qualifications

Senior Health Care Management Systems Analyst

Open Competitive: bachelor's degree and completion of a two-year traineeship.

Associate Health Care Management Systems Analyst

Promotion: one year of permanent competitive service as a Senior Health Care Management Systems Analyst.

Principal Health Care Management Systems Analyst

Promotion: one year of permanent competitive service as an Associate Health Care Management Systems Analyst.

Chief Health Care Management Systems Analyst

Promotion: one year of permanent competitive service as a Principal Health Care Management Systems Analyst.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 9/2021

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