

JOB DESCRIPTION

JOB TITLE: Manager, Data and Analytics
REPORTS TO: CIO

DEPARTMENT: Information Technology
DATE: May 2024

BASIC PURPOSE OF THIS JOB:

The Manager, Data and Analytics is responsible for the design, implementation and support of COPIC business intelligence and data analytics platforms. The Manager, Data and Analytics manages a team of BI Analysts and Database Engineers. This position collaborates with other IT functions to deliver data services providing automation across business operations. This position partners with department leaders to improve data quality and governance practices. Sets priorities, goals and performance measurements.

This position includes supervisory responsibilities and mentoring of team members.

NOTE THAT THE FOLLOWING REQUIREMENTS AND ENVIRONMENTAL AND WORKING CONDITIONS APPLY TO ALL FUNCTIONS OF THIS POSITION

Skills & Education Required:

- BA or BS related degree and/or an equivalent combination of experience.
- 7+ years of experience in business intelligence, data analytics and data management.
- 3+ years of experience managing or leading data analytics teams.
- Strong knowledge of data warehouse design patterns
- Strong experience with Microsoft SQL Server and Azure SQL Services
- Strong experience with ETL tools including Azure Data Factory, Databricks or SSIS
- Strong experience with Analytics and Business Intelligence platforms including Tableau, PowerBI or MicroStrategy
- Experience developing advanced data visualization solutions including interactive dashboards
- Strong understanding of data management and data governance
- Experience working in a CI/CD environment
- Experience in an Agile environment

Aptitudes & Temperaments Required:

- An ability to work and communicate effectively with others in a variety of situations.
- Ability to learn new technology quickly and solve business problems using technology.
- Promote a positive organizational image to the internal and external community.
- Detail oriented.
- Exercise good judgment.
- Demonstrate team player attitude; and maintain high quality of work with little supervision.
- Understands how to communicate difficult/sensitive information tactfully.
- Flexibility in adapting to tight deadlines, changing schedules, priorities and unpredictable events.
- Ability to complete multiple tasks and projects within deadlines.
- Be flexible and adaptable.

Physical Characteristics Required: Ability to sit and/or stand for long periods of time. Ability to use a computer, telephone, copier and general office equipment. Ability to speak clearly and confidently. Maintain professional appearance.

Environmental & Working Conditions: Typical business office environment. Working conditions require the ability to work extended and/or flexible hours as needed. Will have atypical work weeks depending on project deadlines. On-call support is required in this position.

ESSENTIAL FUNCTIONS:

- Manage the data analytics team to deliver solution to provide insights and support data-driven decision making.
- Collaborate with technology leadership to define the data strategy and data engineering best practices including architecture, technologies, patterns, and standards.
- Work with department leaders establish, refine and manage data governance and data quality best practices.
- Complete hands-on database engineering task as required.
- Define staffing and technical skill requirements.
- Responsible for managing a staff which includes, but is not limited to, daily activities, hire/fire, mentoring, job descriptions, goal setting and performance reviews.

About COPIC

COPIC's mission is to improve medicine in the communities we serve. We strive to be the premier diversified service organization providing professional liability insurance and other needs of the health care community through advocacy, innovation, and the commitment and dedication of our employees.

We offer competitive wages, a comprehensive and highly sought-after benefits package including health, dental, vision, life insurance, long term disability, employee assistance program, 401(k) plan, pension, short term disability, paid time off and holidays, and a great work environment with fun, friendly people who truly enjoy their work. Hiring range for this position is \$120,000/annually to \$160,000/annually.