WIC Vendor Performance Senior Analyst

SALARY:	$43,063.23 - $59,293.27 Annually
OPENING DATE:	06/29/15
CLOSING DATE:	07/30/15 11:59 PM

DESCRIPTION:

The Georgia Department of Public Health is the lead agency entrusted by the people of the state of Georgia with the ultimate responsibility for the health of communities and the entire population.

The agency is seeking a highly qualified candidate for the position of WIC Vendor Performance Senior Analyst within the Division of Health Promotion of the Women Infants and Children Section.

Reporting to the Women, Infants and Children (WIC) Vendor Analytics and Cost Containment Manager, the WIC Vendor Performance Senior Analyst is responsible for providing detailed vendor management data analysis and reporting to optimize data integrity and monitor vendor compliance for the Women, Infants and Children (WIC) program to help ensure adherence to state and federal regulations and provide trustworthy retail locations for WIC participants to reimburse their food vouchers.

JOB RESPONSIBILITIES:

- Runs analysis to validate the integrity of vendor system data and works with team to

ensure appropriate corrective action is taken.
- Provides detailed analysis and evaluation of vendor activity to identify trends and potential compliance issues (e.g., identification of vendors with WIC sales greater than 50% of total sales, high risk vendor analysis, spikes in reimbursement, peer group analysis),
- Works regularly with Information Technology team regarding the development, implementation and monitoring of effective vendor management technology systems to drive maximum automation and increase data quality and integrity.
- Prepares regular, robust reports and analysis to monitor vendor activity and compliance; shares reports with appropriate leadership and team members; creates special reports and analysis as needed.
- Prepares vendor performance reports required by USDA within the specified timeframes.
- Provides insight and input on updating WIC policies and guidelines related to vendor management.
- Works regularly across the WIC program and DPH to identify opportunities to improve vendor data analysis and reporting and to increase vendor compliance.
- Participates as requested in the Vendor Advisory Group to enhance communication, awareness and collaboration on vendor related policy, procedures and support.
- Performs other assignments as required.

MINIMUM QUALIFICATIONS:

Minimum Qualifications:
Completion of a bachelor's degree from an accredited college or university AND One year of related experience OR One year of experience at the lower level or position equivalent (GSP011) OR Five years of related experience.

Preferred Qualifications:

- Master's Degree in Business Administration, Public Administration, Public Health or Statistics
- Cost Modeling Experience
- Database Management skills: Oracle, SQL, Access
- Must have strong SAS skills with at least 2 years of experience with custom programming
- Ability to manipulate large datasets as well as leverage/write SAS/Macro, SAS/Stat and stored procedures
- 3 years data analysis, reporting and data driven strategy recommendations experience
- Must be proficient with Microsoft Office products (specifically Access, Excel)
- Experience coordinating data gathering and synthesis across a large number of diverse participants
- Public sector and/or Grocery industry experience

WIC Vendor Performance Senior Analyst Supplemental Questionnaire

* 1. The answers you provide to the supplemental questions will be used to determine if you meet the minimum qualifications for this position. Your responses pertaining to specific work experience and education must be clearly shown in the areas for work history and education on your application. Your application must be completed in full before it is submitted. We do not accept additional information after your application has been received by the Personnel Department. Do you accept these conditions?

   ❏ Yes
   ❏ No

* 2. Are you a current employee of the Georgia Department of Public Health?

   ❏ No
   ❏ Full Time Employee
   ❏ Part Time Employee
   ❏ Temp or Contractor

* 3. What best describes your level of education?

   ❏ High School Diploma
   ❏ Associates Degree
   ❏ Bachelors Degree
   ❏ Masters Degree
   ❏ None of the Above

* 4. Describe your experience in data analysis & program evaluation.

* 5. What software do you primarily use for data analysis?

   ❏ Microsoft Excel
   ❏ Microsoft Access
   ❏ SAS
   ❏ Other
   ❏ I do not use software for data analysis

* 6. Do you have SAS skills with at least 2 years of experience with custom programming ?

   ❏ No
   ❏ Yes, SAS skills and 2 years custom programming
   ❏ SAS Skills Only
   ❏ 2 years custom programming only

* 7. Please describe your experience with SQL databases, manipulating large datasets, SAS/Stat, stored procedures (etc.)

* Required Question