



Minnesota Workers' Compensation
Insurers Association, Inc.
7701 France Avenue South • Suite 450
Minneapolis, MN 55435-3200

Position: **Business Analyst – Data Quality**

Provide technical leadership for the MWCIA Data Quality Department. This department is responsible for collecting and processing workers compensation data received from the insurance industry. The collaboratively developed software systems that support the functions of the Data Quality Department are being enhanced continuously. A principal objective for this position is to conduct or assist in the analysis of the impact and applicability of proposed changes by collaborative partners and to perform as a department level business analyst in the process of introducing MWCIA enhancement requests.

Job Duties:

- Participate in the design of collaboratively developed software for functionality related to the Data Quality Department (DQ).
- Participate as the business analyst lead in the creation of internally developed software related to DQ.
- Submit, review and negotiate software specification changes with other member bureaus for appropriate application at MWCIA. Facilitate consistency between bureaus.
- Participate in or facilitate business process modeling and research efforts.
- Responsible for change and enhancement testing utilizing systems analysis techniques and collecting and reporting test data.
- Identify, analyze, test, and document solutions to system problems.
- Assume role as a liaison between DQ and the IT department.
- Provide production support for user identified problems. Clearly explain technical details to non-technical personnel as needed. Participate in analysis of the problem and determine appropriate solutions and workarounds to maintain workflow.
- Provide technical specifications for program maintenance and new development.
- Perform software testing of production maintenance issues and newly developed software utilizing systems analysis techniques.
- Create and update documentation to support recurring IT and DQ business processes. Documentation to be placed in version control systems at appropriate stages.
- Ensure that all work under his/her supervision adheres to standards and conforms to policies and procedures.
- Provide technical support to staff and carriers for electronic file processing. Ensure that carrier data submissions meet technical standards. Communicate directly with carriers as needed.
- Monitor production processes for quality and performance issues. Analyze and report as needed.

Job Qualifications:

- Bachelors degree in computer science or equivalent.
- Three years related experience.
- SQL experience.
- Experience with Oracle a plus.

Contact: Interested parties should contact Charles Eldridge, 952.897.6406, chuck.eldridge@mwcia.org, with questions or for additional details by March 31, 2010. Salary range is available on request.