

NC Rate Bureau **Data Consultant**

Position Summary:

This position works closely with Data Services & Systems Manager to provide first level technical and business expertise to facilitate accurate workers compensation data reporting and collection. Also serves as next level contact for member companies to facilitate comprehension and compliance with NCRB data reporting requirements and error corrections. Responsible for the monthly administration of NCRB fine programs. Participates in the development and implementation of solutions to data quality problems.

Duties & Responsibilities

Analytical Thinking

- Analyze, interpret and summarize electronic data in preparation for creation of statistical and analytical reports.

Administration/Consultation

- Provide first level consultation to carriers with data reporting and/or data quality issues/concerns.
- Assist carriers with errors and/or the data quality fining program.

Collaboration Skills

- Participate in industry groups as needed in support of NCRB data reporting and collection efforts.
- Provide support to NCRF as needed.

Data/Report Management

- Prepare monthly billing reports to member companies for NCRB charges.

Defect Management

- Assist with the entry, monitoring, tracking and updating of system defects and enhancements into various ticketing systems.

Documentation

- Document all data collection, technical procedures and processes.

The Organizations are equal opportunity employers dedicated to a policy of compliance with all federal, state and local laws regarding nondiscrimination in employment. Applicants are considered for all positions without regard to race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, or related medical condition), gender (including gender identity and expression), sexual orientation, citizenship/alienage status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), arrest or conviction record, or any other status or protected characteristic protected by law. In addition, this Organization does not discriminate on the basis of physical or mental disability where the essential functions of the job, as reasonably accommodated, do not require such distinction.

Maintenance & Support

- Assist with Spectrum support for all areas as needed.

Member Company Relations

- Provide support services including advising member companies regarding corrective action needed for resolution of specific items and identification of system problems.

Process Environment and Quality Assurance

- Review and test data for quality assurance.

Professionalism

- Faithfully and diligently fulfill the obligations of our Organizations as set forth in the statutes.
- Perform each task as efficiently as possible with absolute honesty and integrity.
- Treat your fellow associates and those you serve on behalf of the Organizations with dignity and respect.
- Continually strive to improve the Organizations through the use of every associate's talents and creativity.
- Encourage participation and a sense of ownership from the members of our Organizations.
- Demonstrate fairness and consistency among all associates and encourage personal development.

Queries

- Executes routine queries.

Tester/Testing

- Responsible for assisting with testing of systems and programs.

POSITION SPECIFIC COMPETENCIES:**Analytical Thinking**

- Strong analytical and problem solving skills.

Communication

- Possess excellent communication skills (written, verbal, listening and interpersonal).

Computer Literate

- Strong computer skills.

Dependability

- Ability to work both independently and as a team member.

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Initiative

- Must be a self-starter.

Organization Skills

- Strong organizational skills.

Software Literate

- Proficiency with technology including PowerPoint, Excel, Word and database structures.

Primary Job Requirements:**Education**

BA/BS in Business or an equivalent combination of education and experience.

Experience

- 3 plus years related work experience preferred.
- Training in technical environment experience preferred.
- Workers Comp Data Business knowledge preferred.

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