



Brian Sandoval
Governor

Florence Jameson, MD
Chairwoman

Bruce Gilbert
Executive Director

Silver State Health Insurance Exchange

2310 S. Carson Street, Suite 2, Carson City, NV 89701 • T: 775-687-9939 F: 775-687-9932

<https://www.nevadahealthlink.com/sshi/>

JOB ANNOUNCEMENT: Grant and Projects Analyst **Working Title: Program Analyst**

SPECIAL NOTIFICATIONS: This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by, and the incumbent shall serve, at the pleasure of the Executive Director.

POSITION SUMMARY: The Program Analyst will assist the Exchange with administrative tasks related to the Affordable Care Act (ACA) to ensure that deadlines, milestones, and goals are met. These tasks include (but are not limited to): compiling financial and statistical data; preparing state and federal program reports; coordinating and supporting public meetings; providing programmatic technical assistance to the Exchange's partners, including the Exchange's call center; preparing and monitoring agreements for adherence to program objectives and guidelines; and composing reports to the federal government as required by grant awards. The Exchange relies heavily on computer technology for its core business functions, and a high level of technical proficiency will be required for this position. Accounting experience, including expertise with Microsoft Excel, is a plus.

The Program Analyst will assist the Exchange in complying with federal reporting requirements, including: correction and submission of healthcare-related IRS tax information; periodic submission of privacy- and security-related compliance reports; conducting periodic inventory of the Exchange's data holdings; and consolidation and analysis of financial reports generated by the Exchange's partners.

The Program Analyst will also write project documentation and maintain a documentation library for the Exchange, including the development and maintenance of the Exchange's policies, standards and procedures.

SALARY AND BENEFITS: Salary range is up to \$57,582 (employer/employee paid retirement). Employee benefits include paid annual leave, sick leave, health insurance, and state retirement benefits. Other optional benefits are available, including a deferred compensation package.

QUALIFICATIONS/REQUIREMENTS: Bachelor's degree from an accredited college or university in public or business administration, accounting, finance or related field and one year of grants experience which included the administration, assessment, coordination, analysis, and revision of grant program functions; **OR** graduation from high school or equivalent education and three years of professional experience in the research, development, coordination, revision, and evaluation of grant programs; **OR** an equivalent combination of education and experience.

LOCATION/TRAVEL: The position is based in Carson City. Periodic travel in-state and out-of-state may be required.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied.

SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:

Athena Cox
Account Manager
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