Steve Sisolak
Governor

Florence Jameson, MD
Chairwoman

Heather Korbulic
Executive Director

Silver State Health Insurance Exchange

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

www.nevadahealthlink.com/sshix

JOB ANNOUNCEMENT: INFORMATION TECHNOLOGY ANALYST/PLAN CERTIFICATION COORDINATOR
Posted 8/19/2019

RECRUITMENT OPEN TO: 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. This position starts on or after August 26, 2019.

AGENCY RESPONSIBILITIES: The Silver State Health Insurance Exchange is the state agency that oversees and operates the online health insurance marketplace in the state of Nevada, known as Nevada Health Link. We are often referred to as the "Exchange."

The Exchange facilitates and connects eligible Nevadans who are not insured by their employer, Medicaid, or Medicare to health insurance options. Individuals can purchase Affordable Care Act (ACA) certified Qualified Health Plans through the Exchange and if eligible, can receive subsidy assistance to help offset their monthly premiums and out-of-pocket costs.

APPROXIMATE ANNUAL SALARY: Salary range is up to $78,179 (employer/employee paid retirement). *Please note: Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*

BENEFITS: The State of Nevada benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION SUMMARY: The Information Technology Analyst (ITA) will analyze, develop, implement, maintain, and modify computer systems, databases, applications, and/or information security, especially as it pertains to the Exchanges Plan Certification functionality.

The ITA will perform work under the direction of the Policy and Compliance Manager. The position will perform professional and technical work in the analysis of business processes; participate in agency program planning; problem analysis, and implementation in situations of moderate difficulty; manage systems that control insurance carrier plan submission; oversee plan certification operations with sister state agencies and external vendors;; coordinate activities with work groups and other professional staff; analyze the regulatory environment by reviewing new and revised federal and State laws, regulations, and agency policies and report their possible effect on the related program area. The ITA will update policy, user manuals, and guidance pertaining plan certification. In addition, the ITA will provide technical assistance in the areas of computer operations, systems administration, database administration and information security, as it pertains to plan certification.

TO QUALIFY: Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and one year of responsible professional IT experience relevant to the duties of the position which may include computer operations, systems administration, network administration, database administration, and/or applications analysis and development, **OR** an equivalent combination of education and experience. Experience in insurance administration, leading teams, project management, quality assurance and test evaluation/reporting is desired but not required.

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:

Tiffany Davis

Silver State Health Insurance Exchange

2310 S. Carson Street, Suite 2

Carson City, NV 89701

Office: 775-687-9934

Email: tdavis@exchange.nv.gov

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT:
Last Name/Information Technology Analyst/How you heard about this position