



# Silver State Health Insurance Exchange

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

## JOB ANNOUNCEMENT: PLAN MANAGEMENT COORDINATOR

**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 Plan Management Coordinator (PMC) will perform work under the direction of the Consumer Services Officer. The PMC will support the Exchange in several chief areas related to plan management and carrier relations.

**SALARY AND BENEFITS:** Salary range is up to \$63,046 (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. *Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.5% starting July 1, 2014 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.*

**POSITION RESPONSIBILITIES:** Under the general direction of the Consumer Services Officer, responsibilities include, but are not limited to:

- **Plan Management:** Supports the Exchanges role in the plan management process, including analyzing and coordinating with carrier representatives to confirm the accuracy and timeliness of plan submissions, engaging in plan preview, assisting carriers with troubleshooting template validation issues, monitoring CMS guidance, reviewing template data for compliance with state, federal and certification requirements, participate in carrier onboarding and testing, making recommendations to management regarding plan management and certification and assisting with various other health and dental plan certification criteria.
- **Carrier Relations:** As part of the different functions of the Exchange, the PMC will be required to support various duties and responsibilities essential to plan management, carrier onboarding, consumer advocacy and reporting.

**QUALIFICATIONS/REQUIREMENTS:** Bachelor's degree from an accredited college or university in business or public administration, management, math, information technology or any related field. Three years of progressive experience in either performing or assisting in the research, planning, and coordinating of a program and analyzing and interpreting program laws, regulations, policies and procedures in a technical setting. One year of experience either in a government or insurance environment. This position requires the applicant to have work experience managing complex projects as a result of research and analysis including presentation. Experience with SERFF is preferred.

**LOCATION/TRAVEL:** The position is based in Carson City, NV. 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:**

Laura Rich  
Consumer Services Officer  
Silver State Health Insurance Exchange  
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