



# 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: MANAGEMENT AND RESEARCH 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 Management and Research Analyst (MRA) will perform work under the direction of the Chief Operations Officer. The MRA will support the Exchange in the development, implementation and maintenance of the health care policies established by the Exchange. The MRA will research and analyze federal and state statutes and provide written analysis to Exchange Management. The MRA will provide assistance in functions such as carrier management, enrollment statistics, data gathering and evaluation. Additionally, the MRA will assist as a liaison to brokers, carriers, clients and other state agencies as necessary.

**SALARY AND BENEFITS:** Salary range is up to \$60,713 (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 Chief Operations Officer, responsibilities include, but are not limited to:

- Analyze business processes; develop requirements by participating in agency program planning; monitor financial aspects of system development; test systems functionality by preparing test plans and participating in quality assurance; monitor system implementation by participating in procedure development and evaluation; analyze the regulatory environment by reviewing new and revised federal and State laws, regulations, and agency policies and interpreting their effect on the program area; coordinate with other professional staff.
- Conduct policy research; compose written board reports and provide verbal presentations at public meetings on Exchange programs or policy initiatives.
- Identify, analyze, interpret and track complex legislation; compile information and background research on existing and proposed legislation and provide an impact assessment to Exchange management.
- Provide assistance as an agency liaison by responding to inquiries and providing technical, policy and operational updates as necessary.
- Assist with data collection from insurance carriers and federal partners; compile, track, and analyze data and trends as it relates to the Exchange.

**QUALIFICATIONS/REQUIREMENTS:** Bachelor's degree from an accredited college or university in business or public administration, public relations, communications, marketing or closely 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. This position requires the applicant to have work experience managing complex projects as a result of research and analysis including presentation.

**LOCATION/TRAVEL:** The position is based in Las Vegas, 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:**

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Chief Operations Officer  
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