



Silver State Health Insurance Exchange

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Job Opening: POLICY AND COMPLIANCE MANAGER, SILVER STATE HEALTH INSURANCE EXCHANGE

Silver State Health Insurance Exchange Overview:

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." There are currently seven Board Members and 22 Staff Members – 20 in Carson City, NV and two (2) in Henderson, NV.

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 and Qualified Dental Plans through the Exchange and if eligible, receive subsidy assistance to help offset monthly premiums and out-of-pocket costs.

Position Details:

The Policy and Compliance Manager is a leadership and managerial position reporting to the Executive Director. The position is full-time, is appointed by and serves at the pleasure of the Executive Director, and located in the Exchange's Carson City office. Periodic travel in-state and out-of-state may be required. This position will oversee policy development and formulation, analysis, and research, and will serve as a key resource in federal and state-based exchange compliance and regulatory responsibilities. This position will evaluate and assess the impact of state and federal legislative proposals, rules, regulations, administrative letters, procedures and industry issues related to state based exchanges and make policy and implementation recommendations to leadership.

The selected candidate will oversee and manage plan certification functions, appeals, and eligibility and enrollment rules and compliance on behalf of the Exchange. Other responsibilities include assisting the Executive Director in establishing strategic priorities for the Exchange, along with supporting goals, objectives and evaluation criteria, hiring, managing, developing, and evaluating staff; representing the Exchange as appropriate in national, state and local meetings, presentations, committees, or workgroups; acting as a technical resource in areas of responsibility; and related responsibilities in support of the Exchange.

Job duties include:

- Demonstrating working knowledge of the terminology, acronyms and subject matter relative to the ACA;
- Working knowledge of the organizational structure, policies, administrative procedures, goals and mission of the Silver State Health Insurance Exchange and the specified programs within the agency;
- Ability to develop and implement program organization, planning and evaluation;
- Research techniques, data collection, analysis and report preparation;

- Ability to identify programmatic and operational problems, investigate and evaluate alternatives and implement effective solutions;
- Resolve problems and obtain cooperation from others;
- Interpret, apply and explain applicable laws, regulations, policies and procedures and apply interpretations to specific situations;
- Analyze, evaluate and solve procedural problems;
- Possess detailed knowledge of the purpose, goals, rules and regulations of the specified program administered: including, but not limited to, qualified health plans and qualified dental plan;
- Detailed knowledge of health insurance plans sold on the marketplace and how advance premium tax credits and cost sharing reductions are applied;
- Knowledge of health care regulatory compliance, specifically the major provisions of the ACA, including consumer protections (preventative services, pre-existing conditions) and health insurance rules and requirements;
- Knowledge of basic eligibility and benefit information for Exchange coverage, Medicaid, CHIP and Medicare:
- The ability to make independent judgments and decisions in the application and explanation of laws and regulations or policies and procedures; use initiative and independent judgment within general policy guidelines;
- Analyze information/situations and formulate alternative solutions and make appropriate responses or recommendations;
- Ability to evaluate the specified programs to determine its effectiveness in meeting goals and objectives and develop and implement program modifications;
- Plan, organize, and direct the activities of the program functions to accomplish established goals and optimize efficiency;
- Ability to read, interpret, apply and explain pertinent federal laws, state statutes, codes and regulations including administrative and departmental policies and procedures;
- Ability to communicate both verbally and written in order to explain decisions, services or programs or resolve problems through cooperative negotiation;
- Ability to prepare and present the specified program to other agencies and stakeholders.

Essential Skills and Experience:

Qualified applicants have the following dispositions, competencies, and experience.

- Four years of professional experience in planning, coordinating or administering a program which included interpretation of laws and regulations;
- Development of program policy and procedures;
- Curious, with a love of learning;
- Self-directed and takes initiative;
- Excellent writing ability;
- Organized and detail oriented;
- Development and implementation of program performance standards and objectives for providing services;

- Development and implementation of eligibility requirements;
- Bachelor's degree from an accredited college or university in business or public administration, or other discipline related to the program assignment is preferred. Master's degree preferred;

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

TO APPLY:

Please submit a resume, letter of interest, and three professional references at:

<https://career-hcm20.ns2cloud.com/sfcareer/jobreqcareer?jobId=2180&company=SONHCM20>

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.