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UNCLASSIFIED JOB ANNOUNCEMENT

POSTED: November 25, 2024

Job Title: INFORMATION TECH ANALYST

Working Title: Plan Certification Manager

RECRUITMENT OPEN TO:

This position is exempt from the provisions of State of Nevada classified service. This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Executive Director of the Silver State Health Insurance Exchange under direct supervision of the Policy & Compliance Manager.

SILVER STATE HEALTH INSURANCE EXCHANGE RESPONSIBILITIES:

The Silver State Health Insurance Exchange is the state agency that oversees and operates the online health insurance marketplace in Nevada, known as Nevada Health Link. We are often referred to as the “Exchange” or “Marketplace.” There are currently seven Board Members and 26 Full Time Employees – 23 in Carson City, NV and three (3) in Henderson, NV.

The Silver State Health Insurance Exchange helps individuals find an affordable health insurance plan that fits their needs and budget. Through Nevada Health Link, individuals can shop for, compare, and purchase Affordable Care Act (ACA) qualified health plans and qualified dental plans. The Silver State Health Insurance Exchange also provides tools and resources to consumers regarding subsidy assistance that may help offset monthly premiums and out-of-pocket costs for health insurance.

APPROXIMATE ANNUAL SALARY:

Current salary range, depending on qualifications, is **up to** approximately \$98,164.00 based on the employee/employer paid NV PERS retirement plan and approximately \$84,080.00 based on the employer paid NV PERS retirement plan.

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance, 12 paid holidays, and paid sick and annual leave. Other employee-paid benefits such as deferred compensation plans are also available.

POSITION LOCATION: Carson City, NV

POSITION DETAILS AND DESCRIPTION: The Plan Certification Manager will perform a broad variety of professional and technical work in the analysis of business processes under the guidance and direction of the Policy & Compliance Manager.

Job Duties: The Plan Certification Manager carries out all plan management activities, including but not limited to, the certification of Qualified Health and Dental Plans, monitoring and oversight of these plans, issuer account management, and recertification and decertification of insurance carriers. These functions are managed closely alongside the Division of Insurance, the regulating agency for health insurance.

Under the general direction of the Policy & Compliance Manager, responsibilities include, but are not limited to:

- Maintaining familiarity with CMS Qualified Health Plan (QHP) and Qualified Dental Plan (QDP) resources and tools.
- Developing and updating Nevada-specific QHP/QDP templates and instructions and assisting with template uploads into the Plan Management module as needed.
- Managing systems that control insurance carrier plan submission.
- Review of State and Federal guidance to ensure QHPs and QDPs are in compliance.
- Analyzing proposed legislation or BDRs and reviewing legislative changes that impact NRS or Exchange policies.
- Consulting with and providing strategic advice to the Policy and Executive Management team.
- Working with key stakeholders in the development of processes for plan certification and reviewing and analyzing business processes to recommend programmatic enhancements for increased efficiency.
- Aiding the technology vendor with system development and testing implementation.
- Assisting leadership, external stakeholders and Exchange staff with data inquiries regarding plan design and utilization to inform requests for information, public use files, and FOIA requests.
- Developing and making oral presentations to internal and external groups to provide education regarding timeframes, policy changes, data collection/analysis, and requirements.
- Serving as a Subject Matter Expert regarding plan certification standards with respect to Federal guidance and carrier data, including monitoring CMS publication sources for relevant guidance as it pertains to carrier plans, plan data, and plan certification standards.
- Serving as a point of contact to answer questions from carriers and outside state agencies for all plan certification processes.
- Handling other duties as assigned by the Chief Operations Officer and/or Executive Director.

TO QUALIFY:

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

TRAVEL: Periodic travel in-state and out-of-state may be required.

APPLICATIONS WILL BE ACCEPTED UNTIL RECRUITMENT NEEDS ARE SATISFIED: All applications 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 to:

Silver State Health Insurance Exchange

Attn: Tiffany Davis

2310 S. Carson Street, Suite 2

Carson City, NV 89701

(775)-687-9936

or email to: tdavis@exchange.nv.gov

In the subject line please reference: Carson City **Plan Certification Manager open position**

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.