



# Silver State Health Insurance Exchange

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[www.nevadahealthlink.com/sshix](http://www.nevadahealthlink.com/sshix)

## UNCLASSIFIED JOB ANNOUNCEMENT

Posted – May 18, 2023

### EXECUTIVE DIRECTOR SILVER STATE HEALTH INSURANCE EXCHANGE

#### RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Silver State Health Insurance Exchange Board of Directors.

*Note: All interviews are conducted according to Nevada's Open Meeting Law, meaning that interviews are recorded and open to the public. Resumes to be considered by the Board of Directors will be posted on the Exchange's website and also available for review by the public. Personal information will be removed.*

#### SILVER STATE HEALTH INSURANCE EXCHANGE RESPONSIBILITIES:

The Silver State Health Insurance Exchange oversees and operates the online health insurance marketplace in the state of Nevada, known as [Nevada Health Link](http://Nevada Health Link). The agency is often referred to as the "Exchange." There are currently seven voting Board Members and 26 Staff Members; 23 located in Carson City and three (3) in Henderson, Nevada.

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 for health insurance.

#### SALARY AND BENEFITS:

Current salary range is up to approximately \$133,060 on employee/employer paid retirement and approximately \$115,830 on the employer paid retirement plan. Employee benefits include paid annual leave, sick leave, health insurance, and state retirement benefits. Other optional benefits are available, including a deferred compensation package.

#### POSITION DETAILS & DESCRIPTION:

The Board of Directors of the Silver State Health Insurance Exchange is seeking qualified candidates for the position of Executive Director. This is an unclassified position that serves at the pleasure of the Board. This strategic leader will be responsible for planning, implementing, and directing a state-based health insurance marketplace. The Executive Director must be capable of managing competing priorities, diverse stakeholders, and an unpredictable regulatory environment. The Executive Director oversees and is responsible for all activities of the Silver State Health Insurance Exchange (SSHIX). This includes oversight and direction of the Exchange's health insurance technology platform for enrollment, programs, federal and state policy decisions, statewide enrollment and outreach initiatives, communications, public relations,

and the agency's budget. These activities will encompass application of federal and state law, outreach and marketing strategies, technical innovations, and consumer plan selection features included in the enrollment web portal/platform.

**LOCATION:** This position is located in the Exchange's Carson City office. Periodic in-state and out-of-state travel is required.

**JOB DUTIES:**

- Provide leadership emphasizing employee productivity and responsiveness to customer needs.
- Develop strategies and programs to continuously improve work processes.
- Set strategic priorities for Nevada Health Link with respect to all components of its mission in consultation with staff and the Board of Directors. The Executive Director must be finely attuned to the rapidly evolving health insurance market and state and national legislative and political dynamics.
- Direct annual budget development and reviews for appropriateness and sufficiency.
- Manage Nevada Health Link to ensure that it achieves its short- and long-term strategic priorities with maximum effectiveness and efficiency.
- Build and manage external relationships with high-level state and federal government officials, health care industry leaders and key vendors.
- Proactively seek opportunities to educate policymakers and the public about health care and promote health care reform. Serve as principal "face" of Nevada Health Link for state and national media and at public forums and meetings.
- Implement management systems to ensure integrity and transparency as a public entity; manage results to ensure compatibility with the direction, philosophy and policies set by the Board.
- Communicate Nevada Health Link's goals and objectives in a clear, compelling manner; persuade, gain support, obtain commitment, and mobilize others to action; develop, implement, and evaluate programs, set performance goals, allocate resources, and continuously measure progress.
- Ensure the agency is a leader in operational integrity, cost effectiveness, and quality service.
- Establish and maintain positive, professional, internal, and external work relationships with the Board of Directors, public, legislators, the Governor's Office, Insurance Carriers, Exchange staff, and interest groups.
- Effectively recruit and retain a talented team of staff at varying levels of seniority. Mentor and support staff growth and development.
- Implement, administer, and ensure compliance with human resource laws, policies, procedures, and practices including performance reviews, training, disciplinary actions, and employee safety to ensure fair and equal treatment.
- Perform additional duties as required.

**MINIMUM QUALIFICATIONS:**

- A bachelor’s or master’s degree with major course work in health care administration, business administration, public administration, public health, or related field.
- A minimum of five years executive-level experience in the field of health insurance or health care administration.
- High-level experience in the health insurance industry and/or health insurance-related policy development, with demonstrated knowledge of national health care reform law.
- Demonstrated understanding of the health care environment as well as health plan regulatory and market challenges as they impact a range of stakeholders.
- Demonstrated excellent management and interpersonal skills to foster a team environment.
- Demonstrated creative policymaking, project-management, and problem-solving skills.
- Excellent written communication and public speaking skills.
- Demonstrated understanding of consumer facing IT systems and Affordable Care Act eligibility.
- Ability to manage and work within a fast-paced state agency and oversee and track multiple, complex priorities.
- Astute understanding of Nevada media, government, politics, and legislative process.
- Ability to successfully manage the dynamic and differing needs, interests, and viewpoints of multiple stakeholders.
- Experience managing programs of similar size and scope; including vendor management.

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED THROUGH June 9, 2023.** (All letters of interest and resumes will be accepted on a first come, first served basis. Hiring will be conducted publicly through Nevada’s Open Meeting Law with the Exchange Board of Directors.)

**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

[tdavis@exchange.nv.gov](mailto:tdavis@exchange.nv.gov)

In the subject line please reference: **Executive Director open position.**

*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.*