

DESCRIPTION: Under administrative direction, conducts analysis of health insurance issues; conducts research and coordinates with stakeholders to gather and exchange information; drafts new/revised policies and procedures related to health insurance analysis; coordinates the development of broad health insurance public policy and program proposals; provides technical assistance to state agencies in the areas of health insurance policy, systems, technologies, and resources; advises Agency Director regarding health insurance public policy; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Conducts research into existing or proposed health insurance policy and practice; state and federal legislation and state regulatory issues; studies, considers and advises on health insurance public policy and program options; prepares technical reports; provides analysis and recommendations. Advises state and industry officials on health insurance policy issues.

Coordinate the implementation of changes to health insurance public policy, regulations and procedures.

Research and analyze impact of current or proposed legislation; may assist to modify or develop legislation.

Consults and negotiates with vested stakeholders; coordinates the development and implementation of major projects; develops work plans and timeframes; drafts and recommends new or revised insurance models; recommends goals and objectives.

Represents the agency during meetings with state and community organizations such as other agencies, insurers, advocacy groups, and health care providers; may serve as a liaison with other agencies and the federal government regarding health insurance public policy issues.

Provides technical assistance to others inside the agency regarding insurance policy and practice. Assists others and interprets insurance related policy issues to the general public, intra-agency, other agencies, consultants and the administration.

May research and write RFP's for consultant services.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: Medical and health care insurance industry, insurance programs, policies, health insurance policy contracts, laws, and regulations; legislative processes/protocols.

Skill in: research methods/techniques, conducting independent research, communication/presenting information to individuals/groups, facilitating meetings; explaining complex concepts to others, presenting persuasive arguments, organizing and implementing processes.

Ability to: manage time, interpret numerical and statistical data, perform quantitative and qualitative analysis, interpret statutes, communicate with diplomacy and tact, pay attention to detail, develop recommendations.

G25110 – INSURANCE HEALTH POLICY ANALYST (continued)

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, public administration, political science, liberal arts, or related field and progressively responsible experience working in the insurance industry, public administration, public policy, public advocacy, legislative, governmental, management, finance, research or policy analysis fields . Experience can be substituted for education on a year for year basis.

SPECIAL NOTE:

Positions may require expertise in a specific insurance program area.