

DESCRIPTION: Under administrative direction, reports to the agency Director and is responsible for researching and interpreting policies, laws, and regulations related to healthcare insurance and coordinating the agencies activities related to the implementation of all subsequent federal and state laws, rules, and regulations related to healthcare insurance. This position provides managers with the day to day guidance for administering divisions responsible for licensing and appointment of producers, responding to insurance related complaints and inquiries, examining insurance companies' market conduct, reviewing and approving insurance rate and form filings and providing citizens with health insurance related information. Responsible for coordinating department policy among the various divisions, this position assists in providing regulatory compliance information and guidance to insurers and insurance producers; performs related tasks as needed.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

The distinguishing characteristic of this classification is the supervision and interpretation of all agency policies/activities related to the on-going implementation of federal and state healthcare insurance laws, rules, and regulations. This position will be responsible to oversee all aspects of the health market, including Medicare and Medicare Supplement matters, Long Term Care and other health related issues.

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

Hires, plans, coordinates, assigns, and directs the work activities of assigned staff. Monitors grant activities and opportunities related to the Affordable Care Act. Assists with legislative studies or legislative proposals, testifies before legislative committees, and meets with public officials when directed by the Director.

Interacts and collaborates with representatives from the Federally Facilitated Exchange and the Federal Department of Health and Human Services for purposes of health insurance related matters, including, but not limited to, plan management.

Oversees the implementation of Department procedures and policies for new types of health insurance and marketing arrangements or for types which have not previously been regulated by the Department of Insurance (such as the Affordable Care Act and the Federally Facilitated Exchange). In coordination with the Director, General Counsel, and Legislative Liaison, reviews federal and state health legislation, regulation, and law.

Coordinates market and licensing issues and procedures that impact multiple divisions within the Department. Monitors market related information from divisions to determine examination schedules and to address issues and concerns. Defines and oversees development of management reports necessary to monitor departmental progress.

Oversees the ongoing development of information for the public and insurance industry in regard to changes in the licensing, marketing, and purchasing of health insurance products. Information may be presented via brochures, agency website, public presentations, or other means as determined by the Director.

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Reviews and approves examination and investigative reports, special issues, and other public documents submitted by division administrators and supervisors to determine regulatory recommendations and actions related to healthcare insurance. Monitors required corrective action by insurers stemming from examinations and investigations.

Assists administrators, supervisors, analysts, investigators and examiners as needed with insurance and examination issues. Communicates pertinent issues and findings with the Director of Insurance and agency Legal Counsel.

Monitors workflow of all agency divisions and adjust resources and staffing as needed for efficiency and quality of work; assists the Director with funding and staff allocation.

Represents the Director on various subcommittees or task forces of the National Association of Insurance Commissioners.

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

Knowledge of: State and federal laws and regulations that govern health insurance, such as the Affordable Care Act and Medicare, as well as familiarity with the medical, health care and insurance industry; administrative processes of the executive and legislative branches of state and federal government; business and management principles including strategic planning, policy research, resource allocation, human resources, leadership and coordination of people and resources; principles of supervision and staff development.

Ability to: Explain complex concepts to others; present persuasive arguments; conduct complex analysis of laws and regulations; develop and implement agency policies and processes; relate and communicate effectively with persons representing diverse backgrounds and interests; prepare and present instructional material to large groups and audiences; plan, assign, review, and supervise the work of others.

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 political science, health policy, or related areas of study AND at least one year of supervisory experience. Related work experience may substitute for the Bachelor's degree requirement on a year-for-year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Some travel may be required. Valid driver's license or the ability to provide independent authorized transportation.