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INSURANCE PROGRAM SPECIALIST
EXEMPT POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
WVCONNECT
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: *****EXEMPT*****
UNDER GENERAL SUPERVISION, WILL DEVELOP AND REPORT PROJECT WORK PLANS AND PROJECT WORK TIMELINES AS REQUESTED; ASSESS AND REPORT RISKS AND ISSUES RELATED TO SPECIFICALLY ASSIGNED PROJECTS; ASSESS AND REPORT DECISION POINTS AS IT RELATES TO ASSIGNED PROJECTS; ASSESS AND REPORT POLICY/ PROGRAMMATIC QUESTIONS RELATED TO ASSIGNED PROJECTS; MANAGE PROJECTS, AS ASSIGNED, AND CARRY OUT NECESSARY STEPS TO BRING PROJECT TO COMPLETION; INITIATE ASSESSMENT OF NEW PROJECTS AS DEEMED NECESSARY BY REGULATORY, LEGAL, POLICY OR MARKET CIRCUMSTANCES; PROVIDES PROGRAM, AS WELL AS DIRECT INTERNAL AND EXTERNAL PROJECT MANAGEMENT SUPPORT, RESPONDS TO INQUIRIES AND INDEPENDENTLY RESOLVES MATTERS OF LOW, MODERATE OR ADVANCED COMPLEXITY; PROVIDES REPRESENTATION OF OIC TO OUTSIDE ENTITIES, AGENCIES, VENDORS, AND OTHER STAKEHOLDERS AS NECESSARY-INCLUDING PRESENTATIONS; DESIGN PROCESSES TO ENHANCE WORK FLOW BY PROVIDING DATA AND INFORMATION TO OTHERS FUNCTIONAL UNIT RELATING TO SPECIFIC PROJECT REQUIREMENTS; ASSISTANCE IN GRANT REPORTING, DEVELOPMENT, AND MONITORING OF OTHER STATES' GRANT ACTIVITY RELATED TO HEALTH INSURANCE EXCHANGE OR OTHER GRANTS RELATED TO HEALTH INSURANCE AND HEALTH REFORM; PROVIDE APPROPRIATE PROJECT MANAGEMENT TO ENSURE COMPLETION OF DELIVERABLES AND TIMELY COMPLIANCE IN FULFILLMENT OF GRANT REQUIREMENTS; ASSIST IN GRANT AND OTHER FEDERAL REPORTING; ASSIST IN GRANT MANAGEMENT; ASSIST IN GRANT DEVELOPMENT, AS NECESSARY. WILL CONDUCT PRIMARY AND SECONDARY RESEARCH ON SPECIFIC HEALTH CARE, HEALTH INSURANCE AND HEALTH REFORM RELATED ISSUES; ANALYSIS OF VARIOUS NATIONAL, STATE AND LOCL HEALTH CARE

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MARKET AND HEALTH INSURANCE RELATED REPORTS, LEGISLATION AND INITIATIVES; ANALYSIS OF FEDERAL AND STATE LAWS RELATED TO HEALTH CARE AND HEALTH INSURANCE, INCLUDING RULES, REGULATIONS AND OTHER FORMS OF LEGAL, POLICY OR LEGISLATIVE GUIDANCE; CONDUCT LITERATURE REVIEWS, TOPICS RELATED TO PROGRAM DEVELOPMENT EVALUATION AND PERFORMANCE, AND ASSISTS IN THE ANALYSIS AND SYNTHESIS OF INFORMATION FOR A VARIETY OF PURPOSES (E.G., REPORTS, PRESENTATION, AND BRIEFINGS); ANALYZE AND TRANSLATE HEALTH INSURANCE INFORMATION FOR THE PUBLIC AND OTHER STAKEHOLDERS; PROVIDES MONITORING AND ANALYSIS OF DATA TABLES; ANALYZES LAWS AND REGULATIONS FOR PROGRAM AREA ASSIGNED AND APPLIES THEM APPROPRIATELY TO RESOLVE PROBLEMS AND ASSURE COMPLIANCE; BUDGET DOCUMENTS; AND EXPENDITURE REPORTS; REPRESENTS THE PROGRAM AREA WITH OTHER AGENCIES AND OUTSIDE ENTITIES; PLANS AND IMPLEMENTS PROGRAM TO INFORM AND EDUCATE STAKEHOLDERS ABOUT THE HEALTH BENEFIT EXCHANGE; CONDUCTS MEETINGS AND WORKSHOPS; COLLABORATES WITH AGENCY HEAD ON DETERMINING NEED FOR CHANGES IN PROCEDURES, GUIDELINES, AND FORMATS; DEVELOPS SOLUTIONS, AND MONITORS PROGRAM; INTERACTS WITH PLAN ADMINISTRATOR TO IMPLEMENT PROCEDURES; DEVELOPS AND REVIEWS PROGRAM RELATED DOCUMENTS OR MATERIAL; SUCH AS, LICENSING FORMS AND EDUCATIONAL INFORMATIONAL AND PROMOTIONAL MATERIAL USING A VARIETY OF MEDIA; COORDINATES PRODUCTION AND PROMOTIONAL CAMPAIGNS; HAS CONTACT WITH FEDERAL, STATE, LOCAL PROGRAM; REPRESENTATIVES, PARTICIPANTS AND VENDORS SERVING THE PROGRAM; COMPLETES RELATED REPORTS; MAY COMPILE SPECIAL AND/OR STATISTICAL REPORTS, ANALYZING DATA AND INTERPRETING RESULTS; READS, REVIEWS AND RESPONDS TO CORRESPONDENCE; PROVIDES STRATEGIC AND TACTICAL POLICY SUPPORT FOR RESEARCH AND MATERIAL DEVELOPMENT; PROVIDE SUPPORT TO STAFF AS IT RELATES TO ANALYSIS OF IT; HEALTH INSURANCE AND HEALTH CARE POLICY; BUSINESS PLANNING; AND FINANCIAL PLANNING; ASSESS FEDERAL GRANT REPORTING AND OTHER FEDERAL REPORTING REQUIREMENTS. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH

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EXPERIENCE RELATED TO THE PATIENT PROTECTION AND AFFORDABLE CARE ACT (PPACA); AND WHO ARE PROFICIENT WITH MICROSOFT OFFICE SOFTWARE (WORD, EXCEL, POWERPOINT, OUTLOOK); WHO HAVE EXPERIENCE WITH OR ASSOCIATED WITH STATE AND/OR FEDERAL GOVERNMENT; EXPERIENCE IN A FIELD DIRECTLY RELATED TO HEALTH INSURANCE OR HEALTH INSURANCE REGULATORY ENVIRONMENT; EXPERIENCE WITH FEDERAL, STATE AND LOCAL GRANTS MANAGEMENT AND IMPLEMENTATION PROCESS.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PROVIDING TECHNICAL OR PROGRAMMATIC ASSISTANCE TO STAFF, USERS OR PARTICIPANTS IN INSURANCE PRODUCT DEVELOPMENT, HEALTH CARE POLICY, OR MARKETING.

SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: APRIL 12, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS130031 ON APPLICATION