



Job Description

Job Title: Health Insurance Plan Analyst
Reports: Director of Plan Management
Department: Plan Management

FLSA Status: Exempt

**TWO 16- WEEK TEMPORARY POSITIONS AVAILABLE
WITH POSSIBILITY OF EXTENSION
APPLICATION DEADLINE 6/27/2014**

Summary: The Health Insurance Plan Analyst assists with all project components: contract management, research, stakeholder activity, program integration and communications.

Essential Duties and Responsibilities

- Provide support for RFP development and coordination of vendor services including evaluation of responses
- Gather data and information to support the creation of documents for plan management functions, including qualified health plans (QHP) solicitation, QHP applicant and QHP agreement/contract
- Act as the repository of all data used to develop contracts to support QHPs
- Review and interpret regulations into end-user ease of language, determine impact and coordinate modifications to system and business processes
- Research and analyze data, including rates and benefits information available from the system for electronic rate and form filing (SERFF)
- Write summary plan documents and reports
- Review and analysis of specifications concerning system design as they impact carrier interactions (e.g., member enrollments and eligibility, display of carrier information on shopping screens)
- Support communication between carriers and Health Insurance Exchange through webinars and other means
- Understand how electronic data interchange between the Exchange carriers and CMS related to enrollment eligibility and financial transactions affects functionality of the Exchange
- Perform functions to certify, recertify and decertify carriers and the plans to be offered through the Health Insurance Exchange
- Develop criteria to monitor carrier compliance
- Assess quality improvement measures implemented by carriers in adherence to ACA requirements
- Represent Plan Management Team at constituent meetings and report outcomes to Director of Policy and Plan Management
- Collaborate with constituents (e.g., consultants, DSS, and CID) to ensure consensus on policy and procedures supported through the Exchange
- Document policies and procedures in support of plan management functionality

Competencies: to perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality.
- Oral Communication - Listens and gets clarification; Responds well to questions.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.
- Professionalism - Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction; Commits to additional work hours when necessary to reach goals.
- Initiative - Takes independent actions and calculated risks; Asks for and offers help when needed.

Qualifications: the requirements listed below are representative of the knowledge, skill, and/or ability required.

- BA/BS in related field and 5 years administrative and project management experience
- Health plan, insurance, policy or compliance experience required
- Excellent analytical and organizational skills
- Excellent written, oral, and interpersonal communication skills
- Ability to effectively gather and organize information for responses to questions from groups of managers, customers, and the general public.
- Ability to read, analyze, and interpret information
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

To be considered, please send a resume and cover letter to:

HRinbox.CTHIX@ct.gov

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