



## Job Description

**Job Title:** Analyst **FLSA Status:** Exempt  
**Reports:** Director of Policy & Plan Management  
**Department:** Plan Management

**Summary /Overview:** the Plan Analyst assists with all project components: contract management, research, stakeholder activity, program integration and communications.

Our **mission** is to increase the number of insured residents in Connecticut, promote health, lower costs and eliminate health disparities.

Our **vision** is to provide an on-line eligibility, shopping and enrollment experience for state residents and small businesses.

### 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
- Experience with grant development preferred
- Excellent facilitation and presentation skills
- 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.

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

**Work Environment:** the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress at times. Presentations to the Board of Directors are required. Minimal travel.

### **Equal Opportunity And Affirmative Action Employer**

I have read, understand and received a copy of the above job description.

**Employee Signature** \_\_\_\_\_  
**Employee Printed Name** \_\_\_\_\_  
**Date** \_\_\_\_\_

***Approval***

**Senior/Manager Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. The qualifications listed in this document are the minimum levels of knowledge, skill or abilities.

This job in no way states or implies that these are not the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instruction or assignments.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.