

Job Title: EXECUTIVE DIRECTOR, SILVER STATE HEALTH INSURANCE EXCHANGE

EXECUTIVE DIRECTOR, SILVER STATE HEALTH INSURANCE EXCHANGE - Requisition ID: [[id]]

Posting Close Date: 1/14/2022

Geographical Location: Carson, Minden, Gardnerville, Genoa

Department: SILVER STATE HEALTH INSURANCE EXCHANGE

Division: SILVER STATE HEALTH INSURANCE EXCHANGE

Business Unit: HR-SILVER STATE HEALTH INSURAN

Work Type: PERMANENT

***Pay Grade:**

Salary Range: \$114,684.00 - \$131,743.00

Fulltime/Parttime: Full Time

Recruiter: TAMMY G BRUNSON

Phone: 775 684-0250

Email: TBRUNSON@ADMIN.NV.GOV

Silver State Health Insurance Exchange Overview:

The Silver State Health Insurance Exchange is the state agency that oversees and operates the online health insurance marketplace in the state of Nevada, known as Nevada Health Link. We are often referred to as the "Exchange." There are currently seven Board Members and 26 Staff Members – 23 in Carson City, NV and three (3) in Henderson, NV. The Exchange facilitates and connects eligible Nevadans who are not insured by their employer, Medicaid, or Medicare to health insurance options. Individuals can purchase Affordable Care Act (ACA) certified Qualified Health Plans and Qualified Dental Plans through the Exchange and if eligible, receive subsidy assistance to help offset monthly premiums and out-of-pocket costs.

Position Description

Located in the Exchange's Carson City office. Periodic travel in-state and out-of-state is required. The Executive Director oversees and is responsible for all activities of the Silver State Health Insurance Exchange (SSHIE) and Nevada Health Link. The candidate works closely with the Board of Directors and agency staff to define and execute its mission in light of its statutory responsibilities and the health insurance needs of Nevada's eligible individuals. This includes oversight and direction of the SSHIE's health insurance technology, programs, policy decisions, statewide enrollment and outreach initiatives, and the agency's budget. These activities will encompass application of federal and state law, outreach and marketing strategy, technical innovations, and consumer plan selection features included in the web portal. Job duties include: 1) Setting strategic priorities for Nevada Health Link with respect to all components of its mission, in consultation with its staff and Board of Directors. The Executive Director must be finely attuned to rapidly evolving health insurance market, as well as state and national legislative and political dynamics, to provide effective strategic leadership for the organization. 2) Providing leadership that emphasizes employee productivity and responsiveness to customer needs. Develop strategies and programs to continuously improve work processes. Sets standards and measure service delivery, facilitate cooperation on cross-agency policy and operational initiatives. 3) Directing annual budget development and reviews for appropriateness and sufficiency. 4) Managing Nevada Health Link to ensure that it achieves its short- and long-term strategic priorities with maximum effectiveness and efficiency. 5) Building and managing external relationships essential to the success of Nevada Health Link to include high-level state and federal government officials, health care industry leaders and key vendors. 6) Proactively

seeking opportunities to educate policymakers and the public about health care and to promote health care reform. Serve as principal “face” of Nevada Health Link for state and national media and at public forums and meetings. 7) Communicating Nevada Health Link’s mission, vision, priorities, and strategies in clear, compelling terms. Implement management systems to ensure integrity and transparency as a public entity, financial stability, accuracy, operational efficiency, appropriate use of resources, and compliance with state policies. Manage results to ensure compatibility with the direction, philosophy, and policies set by the board. 8) Proven ability to work closely with a board of directors who have responsibility to set direction and formulate the overall policies of Nevada Health Link. 9) Communicating Nevada Health Link’s goals and objectives in a clear, compelling manner; persuade, gain support, obtain commitment, and mobilize others to action; develop, implement, and evaluate programs, set performance goals, allocate resources, and continuously measure progress. 10) Ensuring the agency is a leader in operational integrity, cost effectiveness, and quality service. 11) Ability to make effective presentations; and establish and maintain positive, professional, internal and external work relationships with the Board of Directors, public, legislators, the Governor’s Office, Insurance Carriers, Exchange staff, and interest groups.

Essential Skills and Experience:

Qualified applicants have the following dispositions, competencies, and experience.

- A Bachelor’s or Master’s degree with major course work in health care administration, business administration, public administration, public health, or related field.
- A minimum of five years executive-level experience in the field of health insurance or health care administration.
- High-level experience in the health insurance industry and/or health insurance-related policy development with demonstrated knowledge of national health care reform law.
- Demonstrated understanding of the health care environment as well as health plan regulatory and market challenges as they impact a range of stakeholders.
- Demonstrated excellent management and interpersonal skills to foster a team environment.
- Demonstrated creative policy-making, project-management, and problem-solving skills.
- Excellent written communication skills and public speaking skills.
- Demonstrated understanding of consumer facing IT systems knowledge and Affordable Care Act eligibility.
- Ability to manage and work within a fast-paced state agency and to oversee and track multiple, complex priorities.
- Astute understanding of Nevada media, government, and politics.
- Ability to successfully manage the dynamic and differing needs, interests, and viewpoints of multiple stakeholders.
- Experience managing programs of similar size and scope; including vendor management.

Special Requirements

A State of Nevada/FBI background check will be required of the selected applicant at the cost of the applicant. A valid Class C Nevada driver's license is required at the time of appointment and as a condition of continuing employment.

To Apply

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL JANUARY 14, 2022. (All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process).

Please submit a resume, letter of interest, and three professional references at by January 14, 2022 to:

Silver State Health Insurance Exchange

Attn: Tiffany Davis

2310 S. Carson Street, Suite 2

Carson City, NV 89701

(775)-687-9936

or email to: tdavis@exchange.nv.gov

In subject line please reference: **Executive Director open position**

This recruitment may close at any time based on the number of applications received. Qualified applicants are encouraged to apply as soon as possible.

***The salary range indicated in this announcement is based on the Employee/Employer retirement compensation schedule. An employer-only option is available at a reduced salary range.**

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.