



Silver State Health Insurance Exchange

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UNCLASSIFIED JOB ANNOUNCEMENT

Posted – May 17, 2023

Job Opening: EXECUTIVE DIRECTOR, SILVER STATE HEALTH INSURANCE EXCHANGE

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Silver State Health Insurance Exchange Board of Directors. Note: All interviews are conducted according to Nevada's Open Meeting Law and the interviews are recorded and open to the public. Resumes to be considered by the Board of Directors will be posted on the Exchange's website, therefore resumes can be viewed by the public; personal information will be removed.

SILVER STATE HEALTH INSURANCE EXCHANGE RESPONSIBILITIES:

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](http://NevadaHealthLink). The agency is often referred to as the "Exchange." There are currently seven voting 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 for health insurance.

SALARY AND BENEFITS:

Current salary range is up to approximately \$133,060 on employee/employer paid retirement and approximately \$115,830 on employer paid retirement. Employee benefits include paid annual leave, sick leave, health insurance, and state retirement benefits. Other optional benefits are available, including a deferred compensation package.

POSITION DETAILS & DESCRIPTION:

The Board of Directors of the Silver State Health Insurance Exchange is seeking qualified candidates for the position of Executive Director. This is an unclassified position that serves at the pleasure of the Board. This strategic leader will be responsible for planning, implementing, and directing a state-based health insurance marketplace. The Executive Director must be capable of managing competing priorities, diverse stakeholders, and an unpredictable regulatory environment.

This position is 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 (SSHIX) also referred to as the State Based Exchange online marketplace, 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 Exchange's health insurance technology platform for enrollment, programs, federal and state policy decisions, statewide enrollment and outreach initiatives, communications & public relations, 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 enrollment web portal/platform.

Job duties include:

- 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 the rapidly evolving health insurance market and policy, as well as state and national legislative and political dynamics, to provide effective strategic leadership for the organization and Nevadans.
- Providing leadership that emphasizes employee productivity and responsiveness to customer needs. Develop strategies and programs to continuously improve work processes. Set standards and measure service delivery, facilitate cooperation on cross-agency policy and operational initiatives.
- Directing annual budget development and reviews for appropriateness and sufficiency.
- Managing Nevada Health Link to ensure that it achieves its short- and long-term strategic priorities with maximum effectiveness and efficiency.
- Building and managing external relationships is essential to the success of Nevada Health Link to include high-level state and federal government officials, health care industry leaders and key vendors.
- 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.
- 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.
- 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.
- 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.

- Ensuring the agency is a leader in operational integrity, cost effectiveness, and quality service.
- 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.
- Effectively recruit and retain a talented team of staff at varying level of seniority; mentor and support staff growth and development.
- Implement, administer, and ensure compliance with human resource laws, policies, procedures, and practices including recruitment, employment, position classification, performance reviews, training, disciplinary actions, contract administration, communication systems, and employee safety in order to ensure fair and equal treatment of employees.
- Perform additional duties as required.

Essential Skills/Experience and Minimum Qualifications:

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 policymaking, 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, politics, and legislative process.
- 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.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL June 9, 2023
COB.

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring will be conducted publically through Nevada’s Open Meeting Law with the Exchange Board of Directors.)

TO APPLY:

Please submit a resume, letter of interest, and three professional references at by June 9, 2023 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**

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.