

EXECUTIVE DIRECTOR, WV HEALTH INSURANCE PLAN**Nature of Work**

Under administrative direction, provides direction and leadership toward achievement of the mission, strategic plan and annual goals and objectives of the West Virginia Health Insurance Plan as established by the Board of Directors and approved by the Commissioner of Insurance. Plans and directs all aspects of the organization operations including the supervision of staff. Assures the activities of the organization are in compliance with all applicable state and federal laws. Performs related work as required.

Examples of Work

- Responsible for the overall policy and operational planning, directing, and coordination of strategies for maximizing the potential and financial soundness of the West Virginia Health Insurance Plan.
- Develops and manages a dynamic and engaged Board by advising and providing information and appropriately interfacing with Board members and Insurance Commissioner's staff.
- Responsible for identifying, negotiating and maintaining the overall relationship to contracted plan administrator and assuring the contracted plan administrator meets all contracted requirements.
- Responsible for the development and leadership of a strong team focused on the success of the West Virginia Health Insurance Plan which operates according to authorized personnel policies and procedures of the state.
- Assures that the organization is consistently presented in a strong, positive image relevant to stakeholders and responsibly represents West Virginia Health Insurance Plan in public forums and meetings with a variety of groups and individuals including participation in appropriate national associations and meetings.
- Implements marketing and public awareness campaign(s) to successfully recruit participants into the West Virginia Health Insurance Plan.
- Assures benefits and rate changes are evaluated and implemented consistent with Board directives and state filing requirements.
- Assures the operations of West Virginia Health Insurance Plan are in compliance with all statutory guidelines, including the West Virginia Insurance Code, rules and regulations issued by the West Virginia Insurance Commission and federal privacy requirements.

EXECUTIVE DIRECTOR, WV HEALTH INSURANCE PLAN (CONT'D)**Examples of Work (cont'd)**

Assures sound financial operations, internal controls, budget management and financial reporting according to current laws and regulations.

Oversees fund raising efforts from local, state and federal sources through philanthropic contributions.

Engages community stakeholders in West Virginia Health Insurance Plan efforts in order to maximize understanding of program and assures support of its goals.

Knowledge, Skills and Abilities

Knowledge of the theories, principles, and techniques of the health insurance industry, health care financing, and insurance product rate-setting processes.

Knowledge of the principles of public and business administration.

Skill in verbal and written communication including public speaking.

Ability to interpret and apply complex laws, rules and regulations.

Ability to plan, direct, and coordinate administrative activities.

Ability to evaluate and analyze procedural problems, formulate alternative solutions and make the appropriate changes.

Ability to understand state and federal legislative process and analyze legislation and identify operational implications.

Ability to establish and maintain effective working relationships with Board members, subordinates, government officials, and the general public.

Ability to conceive, develop, and present ideas and information clearly and concisely, both orally and in writing.

Ability to supervise others.

Minimum Qualifications

TRAINING: Masters degree in business, finance, healthcare, public administration or related field.

SUBSTITUTION: Bachelor's degree from an accredited four-year college or university and additional experience as described below may substitute for the required training on a year-for-year basis.

EXPERIENCE: Two years of full-time or equivalent part-time paid experience in health insurance administration or health care administration.

Established: 3/17/2005

Effective: 4/1/2005