

ARKANSAS HEALTH INSURANCE MARKETPLACE
ATTORNEY SPECIALIST
JOB DESCRIPTION

The Arkansas Health Insurance Marketplace (AHIM) is a non-profit organization established by Act 1500 of the 89th Arkansas General Assembly to manage and implement a state-based health insurance marketplace in Arkansas in accordance with state and federal law.

Position Title: Attorney Specialist

Reports To: Executive Director

Position Summary: The Arkansas Health Insurance Marketplace is seeking an Attorney Specialist. The Attorney Specialist reports to the Executive Director and serves as chief legal counsel to the Executive Director, AHIM executive staff and the AHIM Board. The Attorney Specialist must have experience in health insurance law and policy analysis. This position will advise on exchange rules and regulations to ensure consistency and appropriate integration. Legal representation may include advice and counsel on Federal and State matters.

Candidate must possess excellent writing skills, interpersonal skills, have a professional demeanor and be comfortable serving as a representative of the organization. The individual in this role will work with a diverse group of people and must be able to collaborate effectively.

Responsibilities:

- Interpret, review, analyze, monitor and report on federal and state statutes and appropriate representation in administrative and judicial proceedings regarding the AHIM program and its operations.
- Legal review and analysis of legislation, proposed regulations, and proposed policy changes.
- Provides advice on a variety of matters pertaining to AHIM and its program and operations.
- Perform legal research and writing of opinions.
- Monitor and manage pending litigation.
- Work with the Director of Policy and Communications to support the development and implementation of the organization's policies.
- Monitor and provide analytic support on ACA-related laws, regulations, and guidance.
- Counsel and advice AHIM Staff and Board regarding federal and state Freedom of Information Act (FOIA) requests.

- Participate in vendor contract negotiations and develop appropriate contract language in support of procurement efforts.
- Interface with the Centers for Medicare and Medicaid Services (CMS), the Center for Consumer Information and Insurance Oversight (CCIIO), the Arkansas General Assembly, the Arkansas Health Insurance Marketplace Legislative Oversight Committee, the Arkansas Attorney General's Office, the Arkansas Insurance Department, the Arkansas Department of Human Services, and the AHIM Board of Directors.

Qualifications and Educational Requirements:

- A license to practice law in Arkansas is required. Legal malpractice insurance is required and must be demonstrated through written documentation.
- Knowledge of insurance industry processes, policies and operations as well as knowledge of the Affordable Care Act (ACA).
- Familiarity of the legislative process in Arkansas.
- A working knowledge of the functions and operations of health insurance exchanges is preferred.
- Ability to conduct and implement complex research, planning and policy development projects.
- Ability to interpret complex regulations and to analyze their impact on current and proposed programs.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Strong problem solving skills.
- Travel (statewide and nationally) as required.
- Ability to establish and maintain effective working relationships with diverse groups of state, regional and local stakeholders, partners and leaders.

Please send cover letter and resume in .pdf format to Employment@ARMarketplace.com by 5:00pm CDT on October 17, 2014 with "Attorney Specialist" in the subject line.