

ARKANSAS HEALTH INSURANCE MARKETPLACE  
**IN-HOUSE COUNSEL/DIRECTOR OF POLICY &  
COMPLIANCE**  
JOB DESCRIPTION

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

**Position Title: In-House Counsel/Director of Policy and  
Compliance**

**Reports To: Executive Director**

**Position Summary:** The Arkansas Health Insurance Marketplace is seeking an In-House Counsel/Director of Policy and Compliance. The position reports to the Executive Director and serves as chief legal counsel to the Executive Director, AHIM executive staff and the AHIM Board. The In-House Counsel/Director of Policy and Compliance must have experience in health insurance law and policy analysis. This position will advise on exchange rules and regulations to ensure legality, consistency and appropriate integration.

Legal functions may include advice and counsel on Federal and State law including ACA, FOIA, Board governance and Insurance.

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 regarding the ACA, exchanges and CMS governance.
- Counsel and advise AHIM Staff and Board regarding federal and state Freedom of Information Act (FOIA) requests.
- Lead 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 Governor's Office, the Healthcare Taskforce, the Arkansas Attorney General's Office, the Arkansas Insurance Department, the Arkansas Department of Human Services, and the AHIM Board of Directors to ensure state and federal compliance.
- Provide appropriate counsel in administrative and judicial proceedings regarding the AHIM program and its operations.

- Legal review and analysis of legislation, rulings, proposed regulations, monitor and manage pending litigation and proposed policy changes.
- Advise on a variety of matters pertaining to AHIM program operations and board governance.
- Perform legal research and writing of opinions.
- Monitor and provide analytic support on ACA-related laws, regulations, and guidance.
- Work with the Director of Communications and Marketing to support the development and implementation of the organization's policies.

**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.
- Extensive experience working under the Freedom of Information Act of Arkansas and providing legal counsel on operational compliance of the law.
- Knowledge of insurance industry processes, policies and operations as well as knowledge of the Affordable Care Act (ACA).
- Familiarity with 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](mailto:Employment@ARMarketplace.com) by 5:00pm CDT on May 22, 2015 with "In-House Counsel/Director of Policy and Compliance" in the subject line.