ARKANSAS HEALTH INSURANCE MARKETPLACE
Senior Information Technology Analyst
JOB DESCRIPTION

The Arkansas Health Insurance Marketplace (AHIM) was created to manage and implement a state-based health insurance exchange in Arkansas in accordance with state and federal law. AHIM was established by the 89th Arkansas General Assembly 2013 Regular Session by ACT 1500 and is a nonprofit public benefit corporation.

Position Title: Sr. Information Technology (IT) Analyst

Reports To: IT Manager

Position Summary:

Responsible for designing, implementing, and operating AHIM technology products and platforms, ensuring appropriate levels of privacy and security oversight and controls, regulatory monitoring and reporting requirements, day-to-day IT operations, and technical liaison to vendor work groups.

Responsibilities:

- Design and implement the systems architecture for complex IT solutions with constantly evolving requirements.
- Assist in the development and execution of procurement processes for the acquisition of technology products and services.
- Collaborate with the AHIM staff and stakeholders, including carriers, producers, federal technology teams, the Department of Human Services (DHS), the Arkansas Insurance Department (AID) and others, to ensure the successful solution implementation, sufficient privacy and security, data migration from the federal technology platform, and sufficient testing of solutions.
- Work jointly with technology vendors and technology project teams contracted to implement Arkansas's state-based insurance marketplace by established deadlines. In addition, support work to implement the underlying technology and software, including input to overall project work plans, resource plans, schedules, project status, issues, and risks.
- Ensure that technology vendor deliverables, contractual requirements, performance guarantees, and implementation and testing milestones are met. In addition, assist in the development and ongoing support of IT operations project implementation/production work plans and change requests.
- Monitor and report on vendor software maintenance plans. Ensure adherence to contractual Service Level Agreements (SLAs) and Key Performance Indicators (KPIs).
- Support efforts to ensure that the Marketplace is prepared for federal phase gate, design, and implementation reviews, including the validation of all technology-related Center for Consumer Information and Insurance Oversight (CCIIO) deliverables for the implementation of Arkansas' state-based marketplace.

- Responsible for operational reporting to all governmental entities, including but not limited to: Centers for Medicare and Medicaid Services (CMS), *Center for Consumer Information and Insurance Oversight* (*CCIIO*), Department of Health and Human Services (HHS), the Arkansas Department of Insurance (AID) and Arkansas Department of Human Services (DHS).
- Assist the IT manager with all aspects of reporting for the AHIM Staff and Board of Directors.
- Assist the IT manager with tactical operations, as needed. Including management of computer hardware, software, and networks.
- Support the transition of technology assets and data from the federal partnership marketplace to the state-based marketplace.
- Assist in writing and reviewing Request for Information (RFI's) and Request for Proposal (RFP's) along with creating the necessary functional, technical and operational requirements.

Qualifications and Educational Requirements:

- Bachelor's degree in Information Systems, Computer Science, Engineering or related field required; Master's Degree in Information Systems or Computer Science a plus. 8+ years of directly applicable IT subject matter expertise and leadership experience will also be considered.
- 5+ years of experience designing, implementing, and operating complex, enterprise-wide IT systems.
- Proven track record of implementing and supporting large-scale systems integration projects under tight timeframes.
- Ability to communicate with and support the technological requirements for internal and external clients.
- Strong analysis skills
- Proven project management skills, including experience working with technology vendors. Also, experience designing and monitoring technology-related service level agreements is highly beneficial.
- Strong operational, organizational, and communication skills required.
- Health care background and knowledge of both the public and private sectors preferred.
- Experience with electronic data interchange (EDI), HIPAA transactional requirements, and stringent health care data privacy and security policies preferred.
- Candidate must be team player with excellent interpersonal skills and the ability to work within a very fast-paced, newly created organization.

Please send resumes in .pdf format to Employment@ARMarketplace.com by 5:00pm CST on May 1, 2015 with "Sr. Information Technology Analyst" in the subject line.