

**ARKANSAS HEALTH INSURANCE MARKETPLACE**  
**Senior Information Security 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 Security Analyst**

**Reports To: Director of Information Technology**

**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.

**Duties:**

- Design and implement the systems architecture for complex IT solutions with constantly evolving requirements.
- Develops operational activities implementing the enterprise-wide information security program, related procedures and performance metrics.
- Reviews and contributes to the improvement and standardization of the security administration process across the enterprise.
- Develops IT security architecture and system design guidelines, and evaluates and/or assists IT system designs to ensure appropriate controls and protections are included.
- Interacts with all staff to guide security policies and procedures
- Ensures enterprise IT architecture is compliant with state, federal health, privacy and financial regulations.
- Manages quarterly risk assessment program; identifies process functions, risk security weaknesses and controls; presents security challenges and resolutions to management.
- Analyzes and evaluates system generated security incident reports and information security notices issued by information system vendors, and other organizations; advises management on appropriate safeguards for adoption.
- Proactively assesses potential items of risk and opportunities of vulnerability in the network.
- Interact with internal and external customers on security-related projects and operational tasks.
- Assist in the development and execution of procurement processes for the acquisition of technology products and services.
- Participate in 24x7 Information Security Response team.
- 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.
- 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).
- Other duties as assigned by IT Director.

#### **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, administering security applications and operating complex, enterprise-wide IT systems.
- Experience in IT regulation and compliance standards, such as, PCI, DSS, HIPAA (and other industry specific), related NIST standards.
- UNIX, Windows, Linux, Network LAN and WAN, Firewalls, Access controls, Authentication, Authorization, Encryption, IPS, Digital Certificates, SSL, VPN, IPSec, TCP/IP, DNS and web security architecture, Proxy services.
- Proven track record of implementing and supporting large-scale systems integration projects under tight timeframes.
- Strong analytical and problem solving skills and the ability to "think-out-of-the-box".
- 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](mailto:Employment@ARMarketplace.com) by 5:00pm CST on December 4, 2015 with "Sr. Information Security Analyst" in the subject line.**