

OFFICE OF PUBLIC INSURANCE COUNSEL
Program Specialist V/Health Research Specialist

Program Specialist V

Salary Group B-21

Listing No. OPIC16-02

Functional Title: Health Insurance Specialist

Type: Full-Time

Salary Range: \$48,278-\$78,953 per year

Refer To: Deeia Beck, Public Counsel

Opening Date: 12-13-2016

Closing Date: When Filled

Start Date: Immediately

GENERAL JOB DESCRIPTION:

The Office of Public Insurance Counsel (OPIC) is seeking an enthusiastic and highly motivated professional to add to its consumer advocacy team. The successful candidate will evaluate and develop policy and rule proposals related to health and other insurance matters. They will also plan and conduct research on legislation, public policy, and insurance and represent the agency with stakeholders, agencies, and before the Texas Legislature. They will also lead the agency's ongoing research and publication of guides concerning consumer satisfaction with their health insurance products. Also performs advanced work including monitoring, interpretation and drafting of statutes, regulations and rules concerning insurance matters. May assign and/or supervise the work of others. Will perform other duties as required. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS (License, Education, Experience):

Graduation from an accredited four year college or university with major course work in a health policy field. Master's or law degree a plus but not required. Experience may substitute for education. Must pass background checks.

KNOWLEDGE, SKILLS AND ABILITIES

- Research issues related to health and disability insurance and monitor emerging issues in these marketplaces (both in Texas and nationwide).
- Review and analyze legislative bills related to health and disability insurance to assess consumer impact.
- Analyze the impact of proposed Texas Department of Insurance ("TDI") rules on insurance consumers and draft agency responses to rules proposed by TDI.
- Advise Public Counsel and Deputy Public Counsel on relevant issues.
- Work with legislative staffs, consumer advocacy groups, and other interested stakeholders to promote public policy and legislation that benefits insurance consumers.
- Represent OPIC at meetings on issues related to health and other insurance.
- Develop and maintain consumer education publications, including OPIC's annual HMO publications.
- Answer consumer questions and address concerns regarding health and disability insurance issues.
- Maintain website content, which includes writing and sharing articles of general interest in the area of health and disability insurance.
- Excellent Communication and Writing Skills

- Ability to analyze, prepare, and write correspondence, policies, white papers, and memorandums
- Willingness to study and learn state and federal laws related to health, life, and disability insurance as well as TDI rules, regulations, policies, and procedures related to health, life, and disability insurance.
- Ability to evaluate and interpret state and federal laws, rules, and regulations.
- Interest and eagerness to develop skill in researching and analyzing complex public policy issues
- Knowledge of laws, regulations, and rules related to the agency.
- Skill in research, writing, and analysis; in using a computer and applicable software; in using reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; in negotiation skills; and in using judgment to identify courses of action.
- Reviewing, analyzing, and evaluating the impact of legislation, regulations, and/or administrative rules affecting consumers and policyholders.
- Ability to plan and organize work and to assign and/or supervise the work of others.
- Knowledge of the Texas Legislature and Texas legislative process.
- Ability to represent the agency by presenting oral testimony at hearings and other venues as required.
- Ability to develop educational resources for consumers on insurance topics.
- Proficiency in the use of standard word processing and spreadsheet software.
- Proficiency in the usage of social media to promote agency initiatives.
- Performing related work and other duties as assigned.

REMARKS

Applications should be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. A State of Texas employment application must be submitted for consideration. A resume may be submitted to supplement application. A writing sample is required for consideration. References may be requested. For additional information about the position and benefits, please go to www.WorkinTexas.com and search job posting ID 5194893.

OPIC uses E-Verify. I-9 Form will be required prior to employment.

The State of Texas application form may be downloaded from the Texas Workforce Commission's web site: <http://www.twc.state.tx.us/jobs/job.html>. Mail completed applications to: Office of Public Insurance Counsel, 333 Guadalupe St, Ste 3-120, Austin Texas 78701, Re: Health Position or email to Acollie@opic.texas.gov, Re: Health Position

An Equal Employment Opportunity Employer

OPIC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.

Note: Military occupation(s) that relate to the initial selection criteria and registration or licensure requirements for this position may include: 35F, IT, 23, 02111, 8E000. For more information see the Texas State Auditor's Military Crosswalk at <http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>.