



## Assistant Vice President, Health Plans

### Job Description

#### JOB INFORMATION

<i>Job Code:</i>	133309
<i>Job Title:</i>	Assistant Vice President, Health Plans
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Employee Benefits
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	3 Executive

#### JOB SUMMARY

Balances cost, quality, and access to effectively administer the university's self-insured medical plan and other medical, dental and vision plans offered to benefits-eligible employees. Promotes the development of department goals in a manner congruent with employee needs and regulatory requirements.

#### JOB QUALIFICATIONS:

##### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

##### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

##### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	
	X	12 years	

##### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

##### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience with a large number of self-insured employee accounts.
X		Awareness and understanding of medical spend trends.
X		Experience designing and delivering plans and building value-based services.
X		Strong managerial and leadership skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Goal-oriented and mission-focused.
X		Collaborative spirit.
X		Excellent written and oral communication skills.
	X	Extensive experience managing change for a large organization.
	X	Experience managing the health plan of a large research institution.
	X	Visionary thinker.
	X	Strong executive presence.
	X	Self-confident and assertive.
	X	Passion for the university's culture, history, and values.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as the plan administrator for the self-funded university network medical plan and senior care, coordinating eligibility for all university constituents. Develops plan design for all medical, dental and vision offerings, making recommendations to senior administration as appropriate. Manages the process of health benefits planning to meet university and employee objectives and strategic goals.				
Works with relevant university departments to ensure compliance with applicable laws (e.g., PPACA, HIPAA, ERISA). Oversees negotiations with medical plan insurers (e.g., Anthem HMO, Kaiser) as well as with the pharmacy benefit manager and stop loss insurer for the self-insured PPO. Conducts market analyses and comparison to peer institutions' health plan offerings. Analyzes utilization and claims data for plan and network design and budgeting purposes.				
Interfaces with various university constituencies to assure input of employee health care needs. Partners with benefits administration to coordinate the delivery and enrollment of health benefits with other university benefits. Promotes, through plan design and user feedback, university hospital physicians and clinical departments congruent with employee needs and laws governing self-funded health plans. Serves as a facilitator between the fully insured plan vendors and employees enrolled in those plans.				
Provides support, assistance, and high-quality customer service to plan participants after enrollment. Develops and executes the employee-facing marketing and communication plans, educating pre-retirement employees about senior care and ensuring university-wide communications of changes for open enrollment. Reviews subscriber requests and approves or denies appeals in accordance with plan policy and federal regulations. Provides data and information in support of university union negotiations.				
Determines rates for plans based on past utilization, demographic and medical trends. Monitors health plan costs and usage, making changes to restrain cost growth. Provides cost saving recommendations based on the compilation and analysis of health plan participant data. Determines annual premiums, deductible and co-payment amounts for the self-funded network medical plan. Estimates fringe benefit recoveries and expenses, adjusting benefit recovery rate as necessary to ensure adequate coverage of fringe benefit expenditures.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by

