



California Health Benefit Exchange

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EXECUTIVE DIRECTOR

Peter V. Lee

OPEN SENIOR POSITIONS

December 20, 2011

The vision of the California Health Benefit Exchange is to improve the health of all Californians by assuring their access to affordable, high quality care. Beginning in 2014, the California Health Benefit Exchange will allow individuals and small businesses to compare plans and buy health insurance on the private market. A successful Exchange will provide purchasers with a more stable risk pool, greater purchasing power, more competition among insurers and detailed information regarding the price, quality and service of health coverage. It will also streamline access for individuals to programs that provide subsidies for health coverage. The Exchange will increase the number of insured Californians, improve health care quality, lower costs, and reduce health disparities through an innovative, competitive marketplace that empowers consumers to choose the health plan and providers that give them the best value.

What follows are senior positions currently open at the California Health Benefit Exchange. Job descriptions for current openings are posted on the Exchange website.

Chief Financial Officer

Under the general direction of the Executive Director, the Chief Financial Officer (CFO) will be responsible for managing and administering the overall financial activities of the California Health Benefit Exchange (the Exchange). As a key member of the Executive Management team, the CFO will report to the Executive Director and assume a strategic role in the overall management of the Exchange. The CFO will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the Exchange, including direct responsibility for accounting, finance, forecasting, budgeting and related government compliance. Additionally, the CFO will provide executive leadership on the design and implementation of state receipt of premium payments, government funds, corporate gifts, grants and funds provided into the California Health Trust Fund.

Chief Technology Officer

Under general direction of the Executive Director, the Chief Technology Officer is responsible for the overall design, development and execution of California's Health Benefit Exchange information technology (IT) systems and programs. The Chief Technology Officer oversees the planning, development, implementation, maintenance and operational activities for the Exchange's information technology systems. In addition, the Chief Technology Officer represents the information technology projects with stakeholders, including state and federal government agencies, vendors, and users of the systems.

Director, Public Relations and Communications

Under the general direction of the Executive Director, California Health Benefit Exchange, the Director, Public Relations and Communications, provides executive leadership for the ongoing public information and public affairs functions for the Exchange. The Director develops, directs and facilitates the strategic leadership, management and overall direction of communication processes and programs that advance and support the Exchange and manages statewide outreach efforts to stakeholders who are integral to the successful implementation of the Exchange mission. The Director develops, coordinates, and implements policy to affect the two-way communication with stakeholders and other governmental entities on a variety of high profile issues and is the spokesperson for the Exchange, responding to inquiries from public organizations, news media, or individuals. The Director prepares, reviews and edits organizational media including: articles, reports, correspondence, and briefing materials to ensure consistency with key messages and overall effectiveness.

Director, Sales and Marketing

Under the general direction of the Director of Communications and Public Affairs, California Health Benefit Exchange, the Director, Individual Sales and Marketing, provides executive leadership for the sales and marketing functions for the individual market for the Exchange. The Director will have oversight of the sales and marketing to individuals and the broad campaign to foster knowledge of an enrollment in the full spectrum of state public health programs.

Chief Actuary/Director of Research

Under the general direction of the Executive Director, California Health Benefit Exchange, the Chief Actuary/Director of Research manages the collection and analysis of data, trend reporting and market analysis to inform Exchange policy development and health plan, population health and other costs of Exchange participants to inform the risk assessment for the Exchange. The Chief Actuary/Director of Research provides expert actuarial and market advice and consultation to the Executive Director and Board Members to ensure that the Exchange's strategy manages health coverage risk to all the successful implementation of the Exchange mission. The Chief Actuary/Director of Research will develop a long range sustainability plan starting in 2015 through the management of federal grant funds and other revenue sources.

Director, Small Business Health Options Program (SHOP) Exchange

Under general direction of the Executive Director, the Director, Small Business Health Options Program (SHOP), is responsible for design, development and implementation of employer group coverage, designed for small employers, including those eligible for the federal small business tax credit and their employees and dependants. The Small Business Health Options Program will assist qualified small employers in purchasing insurance coverage that is affordable, simple to use and in facilitating the enrollment of employees into qualified health plans.

Director, Small Group and Sales Marketing

Under general direction of the Director, Small Business Health Options Program (SHOP), the Director, Small Group and Sales Marketing is responsible for the sales and marketing functions designed for small employers, including those eligible for the federal small business tax credit and their employees and dependents. The Small Business Health Options Program will assist qualified small employers in purchasing insurance coverage that is affordable, simple to use and in facilitating the enrollment of employees into qualified health plans.

Director, Health Plan Contracting

Under general direction of the Executive Director, the Director, Health Plan Contracting is responsible for the overall design, development and execution of California's Health Benefit Exchange health plan contracting, budget design and ongoing plan monitoring processes for both individual and small employer products.

Deputy Chief Operations Officer

Under the general direction of the Chief Operations Officer, the Deputy Chief Operations Officer is responsible for the effective formulation, implementation and evaluation of the policies and procedures pertaining to all administrative and operational processes of the Exchange. As a member of the Exchange executive management team, the Deputy Chief Operations Officer will provide leadership and oversight of all aspects of the Exchange operations,. The position will coordinate daily tasks, develop project plans through subordinate staff to ensure the Exchange mission is achieved and the programs and services provided by the Exchange fulfill the mission of the Exchange of expanding coverage through other attainable health insurance to individuals and small employers and are consistent with state and federal mandates.

IT Project Director, California Healthcare Enrollment, Eligibility, and Retention System (CalHEERS)

Under the administrative direction of the Chief Technology Officer of the California Health Benefit Exchange, the IT Project Director, California Healthcare Enrollment, Eligibility, and Retention System (CalHEERS) provides executive information technology leadership, project management and oversight, governance, and policy planning and development responsibilities for the project. The CalHEERS Project Director will provide executive oversight to provider planning, development, testing, and implementation of a statewide information technology solution for eligibility determinations, enrollment and renewal in subsidized or unsubsidized health coverage through the Health Benefit Exchanges, Medi-Cal or the Healthy Families Program.

Chief Medical Officer

Under the general direction of the Executive Director, California Health Benefit Exchange, the Chief Medical Officer is a licensed physician who will be the technical advisor on all medical policy and standards issues, set medical standards for health plan contracting and oversee the medical quality for insurance services purchased by the Exchange. The Chief Medical Officer will be a part-time position and work with health plan contractors to continually improve the level of health services provided through the Exchange.

QUALIFICATIONS AND DIVERSITY

The California Health Benefit Exchange recognizes that its employees are its most important asset. Exchange employees are the vital link that ensure its vision, mission and values are fully realized. To this end, the Exchange strives to ensure that its workforce is drawn from the broadest segments of society and reflects the diversity of California so that the Exchange is poised to meet the present and future health care needs of the entire state's population.

APPLICATION AND SELECTION PROCEDURE

To be considered for these challenging and rewarding career opportunities, please submit a cover letter, your résumé, a statement of qualifications (no more than three pages in length), and a list of three work-related references and current salary to: jobs@hbex.ca.gov, or

Jacoby Jorgensen
California Health Benefit Exchange
2535 Capitol Oaks Drive, Suite 120
Sacramento, CA 95833

Please indicate on the outside of the envelope the position for which you are applying.

These positions are open until filled. Résumés will be screened in relation to the criteria outlined. Candidates deemed to have the most relevant background will be invited to interview with a selection committee.