

POSITION #030610

Employee Benefit Plan Policy Advisor– Entry (Health Policy Advisor)

14. POSITION SUMMARY

Under the close to limited supervision of the Director of the Office of Strategic Health Policy (OSHP), the entry Health Policy Advisor position is responsible for planning, developing and recommending future plan changes and policy issues relating to the Wisconsin Public Employer (WPE) Group Health Insurance program for State and Local Employees; responsible for providing technical expertise and making recommendations for all WPE Group Health Insurance matters including program operation in accordance with applicable laws, rules and contracts; responsible for researching, developing, and leading project teams based on Group Insurance Board (GIB) initiatives; and providing information upon which management and the GIB bases program administration and policy decisions. This position develops information provided to insured participants and the work product affects design and operation of the health policy for over 247,000 participants (state and local employees and their dependents).

15. GOALS AND WORKER ACTIVITIES

35% GOAL A: Research, development, and presentation of recommendations to the GIB for future plan changes and policy issues relating to the WPE Group Health Insurance program. Oversight of the project team assigned to the policy initiative’s design and implementation. Collection, analysis and reporting on data involving the initiative’s results.

Worker Activity

- A.1 Research and review trends in the American health policy environment to identify opportunities to incorporate within the WPE Group Health Insurance program. Research techniques could include, but are not limited to, formative research, literature review, survey analysis, focus group interviews, and user experience interviews.
- A.2 Follow a policy development process framework (i.e., problem identification, identification of the magnitude of the problem, indentation of key determinants, development of a conceptual framework, identification of key stakeholders, identification of interventions and/or prevention strategies) and including a full analysis of OSHP’s adopted Healthcare Triple Aim.
- A.3 Work with OSHP’s Data Analytics team to develop and refine data requests, as needed, to identify the magnitude and potential impact of the policy change.

- A.4 Prepare and present board materials for policy change recommendations.
- A.5 Act as a project leader in the development and implementation stages of the policy change.
- A.6 Work with the OSHP communications team along with the Office of Communications to develop a complete strategy on how the policy change implementation will be communicated to all stakeholders involved.
- A.7 Evaluate the outcomes of the policy intervention utilizing appropriate data and pre-determined measures of success. Adapt the intervention as needed to correct for identified shortcomings. Analyze and report back to the GIB on intervention results.

30% GOAL B:

Performance of on-going research, review, and monitoring of Wisconsin statutes, rules, and regulations, insurance benefit contracts, and publicly available policy analysis related to health plans to ensure that all plan designs and other contract provisions meet state and federal requirements.

**Worker
Activity**

- B.1 Research, analyze and recommend health plan changes; make recommendations to program managers, Director, and Department/Division leadership.
- B.2 Respond to verbal and written inquiries about health programs and benefits.
- B.3 Perform ongoing monitoring of literature regarding health plans, including summarizing and organizing articles and reports.
- B.4 Research statutory requirements; make recommendations to the Director for new or revised statutory language and administrative rules which impact benefits.
- B.5 Identify, research and analyze health plan policy issues for biennial budget and other policy needs as directed; develop language for specific Division requests and make recommendations to Director.

- B.6 Research, analyze and make recommendations on actuarial matters (special studies, annual valuations, investigative reports, etc.) relating to the health plans as required.
- B.7 Assist program managers with monitoring for coverage and benefit problems, and make policy recommendations as needed.
- B.8 Research, analyze and make recommendations on contract language to incorporate health policy changes.
- B.9 Participate in meetings with colleagues and management to discuss health policy research, development, and implementation.
- B.10 Review draft and final rules from the Department of Health and Human Services, Centers for Medicare and Medicaid Services, legislation, and changes in the benefit and insurance industries.

25% Goal C:

Development, review, and updating of benefit information (print, online, and e-learning) for members, employers, beneficiaries and vendors. The position will assist with the gathering and collection of submissions from third party vendors, and assisting with the initial review of material related to the annual It's Your Choice open enrollment process.

Worker
Activity

- C.1 Review current status of informational materials and activities, including forms, procedures, manuals, newsletters, bulletins, e-learning modules, video presentations, etc.
- C.2 Initiate and analyze proposed revisions in informational/educational materials and activities and make recommendations for change to program manager.
- C.3 Recommend future course of informational materials and activities based on review of legislative, policy, and procedural changes.
- C.4 Assist, as required, in making presentations before member and/or employer groups, such as State Payroll Council, on matters of benefit plans.
- C.5 Assist in the development of Employer bulletins, mass communication (red envelopes, gov delivery, etc.) State Payroll

Council announcements, manuals, and newsletters to members and employers.

C.6 Work collaboratively with Department's communications and employer services work units.

C.7 Work collaboratively with third party vendors including health plans.

10% Goal D: Development and presentation of information and recommendations to the GIB in collaboration with the Director.

Worker
Activity

D.1 Attend GIB meetings as a staff resource, including appropriate subcommittee meetings.

D.2 Prepare and present material to the GIB as assigned.

D.3 Develop and implement program policy and procedural changes from GIB directives.

D.4 Serve as a liaison to various parties, governing Boards, etc. as appropriate and as assigned.

KNOWLEDGE,SKILLS AND ABILITIES

1. Knowledge of policy development principles.
2. Extensive knowledge of state and federal laws, rules and regulations governing health insurance programs.
3. Extensive knowledge of philosophy, principles and practices of health insurance benefit programs.
4. Working knowledge of state and federal programs, policies, and procedures that impact on the health insurance benefit programs.
5. Considerable knowledge of research methods and analysis techniques.
6. Working knowledge of actuarial principles and practices.
7. Some knowledge of information systems and data processing.
8. Skill in oral and written communication.
9. Skill in establishing and maintaining effective contact and communication with various interest groups.
10. Working knowledge of contract development, administration and performance evaluation methods and techniques.
11. Working knowledge of budget and fiscal note preparation, and administrative rule promulgation procedures and techniques.
12. Working knowledge of collective bargaining contracts, rules and statutes.
13. Skill in contract negotiation methods and techniques.
14. Skill in manipulating automated databases using spreadsheet and relational database software.
15. Knowledge of and ability to interpret and analyze statistical data and information.
16. Ability to prepare quantitative reports, including creating and constructing graphs, charts, and tables.

17. Knowledge of methods to effectively display data for use by others in making management decisions.
18. Ability to use personal computer-based software systems (e.g., Microsoft Windows applications such as Word, Excel, Access, etc.).
19. Ability to understand and comply with all ETF and enterprise security standards, policies, processes, and procedures.