



Duty Statement

Classification: **Career Executive Assignment; Level B**

Position Number: **275-172-7500-002**

HCM#: **1336**

Branch/Section: **Health Policy and Benefit Branch | Health Plan Administration**

Location: **Sacramento, CA**

Effective Date: **January 18, 2019**

Working Title: **Chief, Health Plan Administration Division (HPAD)**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: **Yes** **No**

Under the general direction of the, Chief Health Director, Health Policy and Benefits Branch (HPBB), has full management responsibility for the overall administration of the Health Plan Administration Division (HPAD).

HPAD oversees the contract management functions and plan development for nine (9) Health Maintenance Organization (HMO) plans, three (3) Self-Funded Preferred Provider (PPO) Plans, three (3) Medicare Advantage Plans and three (3) Medicare Supplement Plans, Pharmacy Benefits Manager (PBM), the LongTerm Care (LTC) program and provides oversight for three (3) association plans. This includes: the annual evaluation of premiums and benefit structures; collecting premiums and analyzing the financial reporting by carriers; examination of provider network adequacy and remedial action in the event of network disruption; quarterly review of HMO, PPO, and LTC plans operations, and member grievances and appeals, as they relate to the California Public Employees' Retirement System (CalPERS); the review of alternative approaches to health care; the review and evaluation of prospective plans; health and long term care every five year procurements, and the annual negotiation and preparation of carrier contracts. Participates in Health Care Fund and Long-Term Care Fund investment portfolio and asset allocation reviews in accordance with CalPERS policies.

Essential Functions

40% Provides strategic health policy and program direction for HPAD which includes innovative health benefit designs, the HMO Contracts and Compliance Unit, the Self-Funded Programs, including the PPO Plans and the LTC plans. Analyzes health policy trends and new developments in the health care industry to assist in data collection, analysis, and financial reporting for the HMO contract and Self-Funded health plans renewal process. Provides policy direction to care management projects, legislation analysis for the BPPP and Branch budget tracking. As chief procurement and contracts negotiator, provides leadership and program direction relating to CalPERS HMO rate negotiation strategies, PPO and PBM rate setting, contract renewal negotiations, new contract proposals, health benefit levels and designs, premium development, cost containment, financial and management information, and other issues impacting the CalPERS Health Benefits and Long-Term Care Program. Includes attendance and direct involvement in contract negotiation meetings.

- 25% Makes recommendations to Executive Staff regarding the development and implementation of program policy and planning and participates in the department's strategic planning process, developing short and long-term goals and objectives relating to future management of the health and long-term care programs. Provides direction for the actuarial and investment staff for the Health Care Fund Policy, and periodic investment portfolio and asset allocation reviews in accordance with policy guidelines.
- 25% Works closely with the Chief Health Director on the research and preparation of the most sensitive and complex Board Agenda items and Board briefing materials. Sets policy direction and program strategy, develops and implements strategic health educational programs on wide range of complex policy and program subjects to present before the Pension and Health Benefits Committee and the CalPERS Board of Administration (Board). Develops staffing plans and budget requests; ensures department's affirmative action and staff development goals are met.

Marginal Functions

- 10% Represents CalPERS and the HPAD before the public, CalPERS Board, Legislature, State and local government administrators, and employee/retiree groups on matters pertaining to health policy and planning; acts as a technical expert in matters relating to health and long-term care, interprets policy and regulations relating to health and long-term care program development.

Knowledge and Abilities

Knowledge of: The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

Desirable Qualifications

- Thorough knowledge of Health Care and managed Care industries, health care economics, administration finance and business strategies
- Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team
- Strong management skills, particularly in the area of policy program direction related to health care administration, and the demonstrated ability to monitor workloads and accomplish stated objectives
- Experience in an administrative or executive capacity, at least equivalent to Staff Services Manager III, with responsibility for policy development and program administration, especially in a medical administrative or health setting
- Knowledge of the California Public Employees Retirement System's organization goals, functions and policies

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name:

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**