



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH CARE FINANCING AND POLICY
1100 East William Street, Suite 101
Carson City, Nevada 89701
Telephone (775) 684-3676 • Fax (775) 687-3893
<http://dhcfp.nv.gov>

UNCLASSIFIED JOB ANNOUNCEMENT

Posted: November 13, 2017

ACTUARY, HEALTH CARE FINANCING AND POLICY
Salary to \$103,884 (Employee/Employer-Paid Retirement Schedule)

The Division of Health Care Financing and Policy (DHCFP) is seeking qualified applicants for the position of Actuary. This is a full-time, exempt, unclassified position.

DHCFP is driven by the passion to contribute to the health and well-being of Nevadans by promoting access to quality healthcare systems in a financially responsible manner.

Position Description:

Under the general direction of the Division Administrator, this position will perform at a professional level, significantly impacting DHCFP programs and funding, helping develop Medicaid policies by predicting expected costs of providing care to recipients.

Major duties and responsibilities include but are not limited to:

- Reviewing actuarial and statistical computations related to Managed Care Organization (MCO) capitated payments;
- Reviewing rates for existing and proposed services;
- Researching state and federal laws and regulations to determine the impact on programs and services;
- Performing data analysis related to Medicaid services and expenditures;
- Developing procedures and State Plan Amendments (SPAs) to address issues identified;
- Developing and analyzing quality measures for new and existing programs and services;
- Assisting in Requests for Proposals (RFPs) and related contract negotiations;
- Calculating costs for potential program changes, budget requirements, and ad-hoc analysis.

The incumbent will represent the DHCFP by providing expert analysis and testimony at Division hearings, legislative hearings, and advisory committees. The incumbent will coordinate actuarial and statistical studies with outside consulting actuaries and industry technical staff.

Position Location:

Carson City, Nevada

Nevada's state capital is in close proximity to Reno, Lake Tahoe and the Sierra Nevada mountains. Sunshine and recreational opportunities abound including skiing, golfing, biking, off-roading, hiking, fishing and hunting and the area blends a mix of old-fashioned charm and history with modern cultural opportunities.

Nevada offers affordable housing choices in high-energy city, peaceful suburban and quaint rural settings; excellent educational options for students in K-12, community colleges and universities; world-class entertainment and cultural events and unparalleled outdoor recreation opportunities.

See more at: <https://travelnevada.com/regions/northwestern/carson-city>

Benefits:

Medical, dental, vision care, life and disability insurance program; paid holidays; generous leave benefits and contribution to the secure defined-benefit retirement plan (NV PERS). State employees do not contribute to Social Security. Long-term employees enjoy additional benefits. For additional information, please visit the Nevada Division of Human Resource Management at <http://hr.nv.gov/>, the Nevada Public Employees Benefits at <http://pebp.state.nv.us/>, and the Public Employees Retirement System of Nevada at <http://nvpers.org/>.

Position Requirements:

A Bachelor's degree or Master's degree from an accredited college or university in actuarial science, statistics, mathematics or economics and a minimum of three years of responsible health care actuarial experience. Associate of the Society of Actuaries (ASA) and Member of the American Academy of Actuaries (MAAA) is required and must be maintained as a condition of continuing employment.

Persons offered employment in this position must submit to a State of Nevada/FBI fingerprint criminal history check.

To Apply:

Please submit a detailed resume and a cover letter which addresses your qualifications for the position.

Resume must include a detailed description of your employment history including names and addresses of employers, reasons for leaving, duties, number and level of staff supervised, responsibilities, salary history, and professional references.

In your cover letter, please indicate how you heard about the position. If you heard about this position through a website, please indicate which website.

Submit Cover Letter of Interest and Resume or Direct Inquiries To:

Suzanne Webb, Personnel Analyst

Division of Health Care Financing and Policy, Human Resources Unit
1100 E William St, Suite 101, Carson City, Nevada 89701

Ph: (775) 684-3688;

Fax: (775) 684-3618

scwebb@dhcfp.nv.gov

Applications will be accepted until recruitment needs are satisfied. Qualified individuals are encouraged to submit applications as early as possible as this announcement may close at any time without notice.