



Executive Director Job Description

JOB DESCRIPTION:

Executive Director Classification – Executive Director GOVX exempt, at-will position, serving at the pleasure of the New Mexico Retiree Health Care Authority Board of Directors.

RESPONSIBILITIES

The Executive Director serves as the Chief Executive Officer and reports to the New Mexico Retiree Health Care Authority (NMRHCA) Board of Directors. The role of the Executive Director is to plan, direct, manage, and oversee the activities and operations of NMRHCA. The Executive Director is given authority to manage all day-to-day activities of NMRHCA.

The Executive Director leads NMRHCA's staff in two fulltime office locations in Santa Fe and Albuquerque with four direct reports: Deputy Director, General Counsel, Director of Communications & Member Engagement, and Information Technology Director.

The primary goal is to provide comprehensive health coverage to enrolled members at cost-effective rates while ensuring program solvency.

DEFINITION

This is a full-time job requiring not less than 40 hours per week. The Executive Director supervises the effective administration of Board policies and assigned health and life programs and activities of the NMRHCA; provides leadership to the NMRHCA employees in terms of collaboration, initiative, and ethical conduct; coordinates assigned activities with other state divisions, the legislature, and outside agencies; and provides responsible and administrative support to the NMRHCA Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Board of Directors and exercises direct supervision over supervisory, professional, technical, and clerical staff.

ESSENTIAL FUNCTION STATEMENTS – *Essential responsibilities and duties may include, but are not limited to the following:*

1. Ensure timely and expert staffing is provided to the Board and its committees.
2. Keep the Board apprised of financial, economic, operational, and political developments.
3. Provide orientation to new Board members as they come on the Board.
4. Develop and compose rule changes and draft statutory changes as needed.
5. Develop and maintain effective relations with members of the legislative and executive branches, to include but not limited to Legislative Finance Committee, Department of Finance and Administration, General Services Department, and New Mexico Inter-Agency Benefits Advisory Committee. Testify before legislative committees.

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6. Make sound recommendations on behalf of the Board to the executive and legislative branches for needed changes and funding requirements concerning retiree health care programs.
7. Develop and maintain effective communications with participating employers, employees, and retirees to provide information concerning retiree health care programs and create greater awareness of solvency goals and requirements.
8. Work with consultants and actuaries on projections, legislative proposals, assumptions, and reports to the Board.
9. Maintain appropriate media relations and respond to media inquiries to represent retiree health care programs.
10. Make presentations to and participate in the activities of participating, local, state, and national organizations in the retiree health care sector to share and develop ideas and programs that will advance and enhance the programs of the New Mexico Retiree Health Care Authority.
11. Provide leadership to the Board in developing health insurance plans (pre-Medicare and Medicare) changes that ensure program solvency while providing comprehensive health coverage to members at cost-effective rates.
12. Review and assess health and wellness programs for efficacy and positive outcomes.
13. Develop effective short and long-term plans for the agency's health care programs in conjunction with the Board.
14. Provide overall leadership in the development of budgets that meet claim expense requirements and agency administrative needs.
15. Provide overall leadership in the development, implementation, and management of effective and sound administrative policy and procedure for the agency.
16. Provide overall leadership in the functional areas of the agency to ensure goals are developed and met.
17. Plan, direct, coordinate, evaluate work of assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to resolve problems.
18. Establish and maintain plans for senior management succession.
19. Ensure proper internal controls are developed and implemented to keep the operation of the retiree health care system functioning successfully and in accordance with commonly accepted accounting principles, as well as applicable regulations and law.
20. Manage technology in an efficient and cost-effective way.
21. Assure the protection of plan assets and personal information against unauthorized access, including but not limited to, the development and maintenance of effective IT infrastructure and security measures.
22. Oversee the fund investment program in accordance with Board policies.
23. Make determinations concerning enrollment and eligibility disputes not resolved between the agency, its contractors, and appealing individuals.
24. Oversee the day-to-day operations of the agency.

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25. Make final decisions on administrative matters for the agency, including but not limited to personnel matters.
26. Hear and make decisions concerning protests appropriately before the agency, such as contract or award disputes.
27. Approve or disapprove requests for waivers on 30-day notice requirement for hearings or public meetings by municipalities, counties and independent public employers seeking to become participating employers.
28. Adhere to a professional code of ethics and standards of professional conduct as may be prescribed by the Board.
29. Keep current on legal issues on both the federal and state level which may affect NMRHCA.
30. Lead change, innovation, and continuous improvement at NMRHCA.

QUALIFICATIONS

To effectively perform this job, an individual must possess excellent oral and written communications and the ability to explain retiree health plans complexities and strategies to the public. Must possess knowledge of insurance benefits specifically, pre-Medicare, Medicare Advantage, Medicare Supplements, pharmaceutical, dental, vision and life insurance. Must possess analytical and problem-solving skills. Must have the ability to communicate with various consultants. Must have the ability to present information effectively, which may be of a controversial nature, one on one, or in small groups, to outside organizations and officials of the State of New Mexico.

COMPENSATION

NMRHCA will offer the successful candidate a competitive base salary dependent on experience and qualifications to include a comprehensive benefits package provided to state employees.

WORK CONDITIONS

Normal office environment with limited, but regular, in-state, and out-of-state travel.

APPLICATION PROCESS

Please send a current resume and cover letter by 5:00 p.m. (MST), March 14, 2022, to Jessica Trujillo Human Resources Manager. Applications should be emailed to:

JessicaA.Trujillo@state.nm.us

NON-DISCRIMINATION

NMRHCA adamantly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status, or any other protected category pursuant to applicable federal, state, or local law.