

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-210 **Issue Date:** 11-07-16 **Closing Date:** 11-18-16

Affordable Care Act Compliance Specialist
Tribal Insurance
Department of Finance
Hourly Wage: \$23.71/Regular/Full-Time

The Affordable Care Act Compliance Specialist assists the Benefits & Risk Manager in the design and provision of health, welfare, and retirement benefits as outlined in adopted Tribal Resolutions. Also will assist in ensuring the Coordination, Compliance and Administrative duties are maintained with the Group Health Plan and the Affordable Care Act. This will be accomplished through the collaboration and support of the internal benefits team, brokers, actuaries, legal counsel, third party administrators, and medical provider networks and through system maintenance.

Knowledge, Skills and Abilities:

- Knowledge and ability to assist in the timely filling of all pertinent documents such as 1099's, 1095's, retirement statements, actuarial reports both adopted and pending which may affect compensation and employee benefits program.
- Knowledge and proficiency of HMO, PPO, and Major Medical Plan design and administration.
- Knowledge of retirement plan terminology.
- Knowledge of the various Tribal Resolutions that adopted the Group Health Plan, Workers Compensation Plan, Defined Benefit Plan, 401 (k) Plan and the Safety Plan.
- Ability to demonstrate strong analytical skills.
- Ability to communicate effectively, both orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to manage multiple complex projects utilizing standard project management tools and techniques.
- Ability to lead and motivate teams effectively.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.

General Recruiting Indicators:

- Minimum of a Bachelors of Arts Degree in health science administration, business or related field with at least 3 years' experience in health management or related supervisory position. Or a minimum of 5 year's experience in health and welfare benefits role with at least 3 years in a supervisory role with responsibility for the development and implementation of various self-insured benefits may substitute for education.

Special Requirements:

- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Nation Tribal Permit.
- Required to pass a pre-employment drug and alcohol test
- Yakama enrolled preference.