



NATURE OF WORK IN THIS CLASS:

This is routine technical program development, coordination, and implementation work in the administration of the group insurance program and activities for government employees.

Employees in this class perform routine duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Prepares memorandums and circulars, statistical reports and other correspondence.

Attends meetings as required; maintains insurance and insurance-related records.

Performs other related duties as assigned.

(Insurance Program Development)

Assists in the research of expansion of services and benefits for program improvement; reports findings to upper-level specialist.

Assists in the formulation of scope of services and benefits for inclusion into the Request for Proposal (RFP). Assists in the assignment of relative weights and score factors of the RFP. Assists in compiling reports for census data, claims data and other pertinent information for the RFP. Assists in conducting audits of insurance processing and administration protocols; prepares recommendations for improvement.

(Contract)

Participates on the administration of group insurance mandates and compliance with contract terms and conditions.

Assist in the research for direct contracting options and insurance industry practices for medical, pharmacy and hospital benefits.

Assists in the review of insurance contracts for compliance with negotiated terms on specific problems or procedures; seeks clarification on the interpretation and verification of contract terms and conditions; ensures for compliance of minor issues.

Assist higher-level specialists in evaluating and monitoring program effectiveness; record areas for improvements and submits recommendations for change for supervisor review.

Assists in the development of cost-effective initiatives, program benefit administration, program policies and procedures; assist in formulating recommendations for improvements and policy changes.

Responds to specific inquiries and issues regarding the insurance benefit program and requirements; explains program benefit coverages.



Assists in logistical activities involving contract negotiations, communications of open enrollment, and marketing of employee benefits and plans

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to interpret, apply and make decisions in accordance with local and federal laws and regulations governing public group insurance programs and administration, and procurement of such services.

Ability to evaluate program effectiveness, and initiate/implement changes to enhance programs and operations.

Ability to work effectively with employees and the public.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Graduation from a recognized or accredited institution of higher learning with a Baccalaureate degree in public or business administration, human resources, finance or closely related fields; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JANUARY, 2025

PAY GRADE: L (GPP)

HAY EVALUATION:	KNOW-HOW:	E 1 1	175
	PROBLEM SOLVING:	D 2 29%	50
	ACCOUNTABILITY:	D 1 C	<u>66</u>
	TOTAL POINTS		291

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam

