

## POSITION DESCRIPTION

An Equal Opportunity Employer

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Title: Managing Director, Health and Wellness

Pay Range: 7

Salary [X]

Exempt [X]

Exec: [X]

Immediate Supervisor: Executive Director, CCAO

Positions Supervised: Assistant Director, Lead Benefit Specialist, Benefit Specialist, Enrollment and Billing Specialist, Program Services Manager

### **Organizational Purpose**

County Employee Benefits Consortium of Ohio (CEBCO) is a health insurance benefit program that was established by the County Commissioners Association of Ohio (CCAO) in January of 2004. CEBCO centers on healthcare, wellness and employee benefits based on the premise that a joint self-funded approach can result in providing administrative and cost efficiencies to counties across the state of Ohio. The focus is on pooling for health benefits, stabilizing costs, and implementing wellness initiatives that support affordable health insurance, wellness and self-funding efficiencies.

### **Position Purpose**

The CEBCO Managing Director leads and manages the internal business that delivers healthcare, wellness, and employee benefits to member counties. In addition, this position is an integral part of the CCAO Management Team.

### **Position Responsibilities**

- Provide leadership and management of CEBCO's health benefits program(s)
- Develop wellness initiatives and engagement strategies
- Manage vendor relationships such as third-party administrators, wellness vendors and healthcare networks

- Market CEBCO to add new member counties
- Establish compliance processes for federal/state health-related regulations
- Work closely with the finance and benefits manager to develop and manage the operational budget
- Understand and articulate key financial metrics for the organization
- Mentor and develop staff members
- Prepare for CEBCO Board meetings in alignment with the Executive Director and CEBCO Board President
- Build and develop CEBCO Board member relationships
- Drive operational excellence through continuous improvement efforts and new initiatives
- Oversee and coordinate strategic planning and annual work plans/goals

### **Demonstrated Skills and Abilities**

- Ability to build and maintain relationships (internal and external)
- Financial acumen
- Effective communicator both verbal and written
- Service Responsiveness
- Trustworthiness
- Effective presentation skills
- Integrity
- Ability to critically think and problem solve
- Strategic planning and market awareness
- Effective time management and prioritization skills
- Ability to make decisions driven by healthcare trends, cost containment and wellness outcomes
- Proven track record of management (people, project, financial, program)
- Effective leadership style

### **Technical Background/Industry Knowledge**

- Health insurance (self-funded)
- ACA, HIPPA, ERISA, and health related regulatory compliance and health-plan reporting
- Understanding administrative fee structures and stop-loss strategy
- Benefit design and wellness initiatives
- Risk financing, coverage expansion, and claims trends
- Management of underwriting, claims administration, and risk-control services

- Insurance pooling requirements
- TPA contracts
- Broker/agent relationships

**Qualifications**

- 5 plus years experience in the health insurance industry, preferred
- 3 plus years with management experience, preferred
- Ohio Department of Insurance license for Individual - Resident - Major Lines (within 90 days of employment)
- Valid drivers' license

If you are interested in applying for the position, please contact CCAO Managing Director of IT/Operations Tim Hoverman at [thoverman@ccao.org](mailto:thoverman@ccao.org).