

General Counsel

Salary range - TBD

The General Counsel serves as the chief legal advisor to the Health Benefit Exchange Board, AHIM Executive Director and the Exchange's executive staff, providing advice on a variety of matters pertaining to the Exchange and its programs and operations. The General Counsel performs or supervises a number of functions including, but not limited to: legal research and writing of opinions; review and analysis of legislation, proposed regulations, and proposed policy changes; and, in collaboration with the Arkansas Attorney General's Office, monitors and manages pending litigation. The General Counsel has a wide variety of legal responsibilities and is expected to consistently exercise a high degree of initiative, independence, originality, and judgment in performing all duties.

DUTIES AND RESPONSIBILITIES

- Consults with, advises, and assists the ARHIM Executive Director on legal issues as they affect the overall programs and policies of the Exchange Board; prepares legal opinions; participates as a member of the top management team in the development and implementation of program policies; provides legal input to the ARHIM Executive Director on programs the Board administers, and on issues raised by outside interested parties including external legal resources;; analyzes and responds to legal-related correspondence and telephone calls.
- Consults with, advises, and provides legal guidance to the ARHIM Executive Director, Exchange Board, and staff related to statutory and regulatory requirements applicable to Board deliberations and decisions, including conflict of interest, public records, and open meeting laws.
- Reviews legislation and regulations for legal and program impact; drafts legislation and regulations; reviews bill analyses for program and administrative policy as well as for legal issues.
- Serves as the senior legal advisor for the development and maintenance of federal, state and private program contracts, agreements or state plans, and related amendments or compliance audits, required by the federal or state legislation creating the Arkansas Health Insurance Marketplace.
- Represents the Board in administrative hearings. Independently performs or manages the performance of difficult and complex research and preparation of legal arguments for litigation and related purposes.
- Assists and advises lead program staff in assuring that the Board's internal systems comply with all applicable state and federal laws and regulations.
- Oversees the selection, management, and evaluation of external legal consultants.