



**State of New Jersey**  
DEPARTMENT OF BANKING AND INSURANCE  
OFFICE OF HUMAN RESOURCES

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*Assistant Commissioner*

## **NOTICE OF VACANCY**

### **STATE-WIDE – OPEN TO THE PUBLIC**

<b>POSTING NO.:</b>	BIA-2021-082	<b>OPENING DATE:</b>	August 9, 2021
<b>TITLE:</b>	Government Representative 2	<b>CLOSING DATE:</b>	September 10, 2021
<b>FUNCTIONAL TITLE:</b>	Healthcare Technology Specialist	<b>LOCATION:</b>	Trenton, NJ
<b>UNIT:</b>	New Jersey State-Based Health Insurance Exchange		
<b>SALARY:</b>	\$60,000-\$80,000, salary commensurate with experience		
<b>OPEN TO:</b>	Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions.		

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#### **BACKGROUND**

In June 2019, Governor Phil Murphy signed legislation to establish a State-based Health Insurance Exchange for New Jersey. This law was enacted with the aim of expanding residents' access to quality, affordable health coverage and care. The Department of Banking & Insurance (DOBI) has implemented the State-based Health Insurance Exchange, *Get Covered New Jersey* ([www.GetCovered.NJ.gov](http://www.GetCovered.NJ.gov)), which launched in November of 2020. A critical function of the State-based Health Insurance Exchange, a division within the Department, is improving access to health coverage throughout the State.

#### **RESPONSIBILITIES**

The Department of Banking and Insurance seeks qualified candidates to serve as a Healthcare Technology Specialist for the New Jersey State-Based Health Exchange. The technology specialist will cover a wide number of roles – including data analysis, technology architecture, project management, and supporting the security & privacy needs of the exchange. Specific responsibilities include:

- Working with the Get Covered New Jersey technology team to determine how technology solutions may be used to meet business needs and evaluating different solution options.
- Developing in-depth knowledge of the health insurance Exchange technology platform, including back-end system logic and consumer-facing user interface.
- Supporting change management processes that ensure system stability and respond to programmatic needs.
- Providing quality assurance checks on technology and testing vendors to ensure regulatory and business requirements are implemented and verified.
- Ensuring that the Exchange website used by New Jersey consumers is easy to navigate, user friendly and functioning properly so consumers can enroll in coverage.
- Serving as a point-of-contact for Exchange issues related to privacy and security, including remaining current on relevant privacy and security rules, regulations and requirements; conducting ongoing monitoring of privacy/security changes that are needed; coordinating the development and review of required documentation for the Centers for Medicare and Medicaid Services (CMS) to demonstrate system privacy and security measures; and engaging with necessary partners to implement changes as needed.
- Developing detailed knowledge of the technology vendor data system and data dictionary.

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- Supporting general project management, as directed by the Exchange CTO and Product Owner/Lead. This includes analyzing costs associated with the project; establishing delivery dates, conducting periodic project reviews, and providing regular project status reports.
- Developing working relationships with vendors and contractors and provide oversight as needed.
- Working with other state agencies to ensure necessary technology approvals and requirements are met.
- Assisting Get Covered New Jersey team in developing the long-term technology strategy.
- Perform other duties as assigned.

## **REQUIREMENTS**

This position **requires**:

- Graduation from an accredited college or university with a Bachelor's degree.

The **ideal candidate** will have:

- A Bachelor's degree in Computer Science or Engineering related field is preferred;
- Broad technology and technology project management experience;
- Minimum of two (2) years of career experience working with technology in a health-related industry;
- Strong grasp of security and privacy needs as it relates to the healthcare and insurance fields;
- Mastery of Microsoft Excel;
- Experience deploying commercial software.

**NOTE:** Applicants who do not possess the required education may substitute four (4) years of additional nonsupervisory experience of the type indicated in the experience section.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY REQUIREMENTS:** In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

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Interested applicants should submit a *letter of interest and resume*. All documents should be submitted in PDF format by September 3, 2021 to: [human.resources@dobi.nj.gov](mailto:human.resources@dobi.nj.gov). Please include Posting No. BIA-2021-082 in the subject line of your email. Please include three (3) professional references of your current or former supervisors or managers- please only provide references for those to whom you have reported in the workplace and those who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses.