



## ***Picayune Rancheria of the Chukchansi Indians***

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### **Chukchansi Sovereign Enterprises**

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#### **JOB DESCRIPTION – Director of Chukchansi Insurance Inc.**

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**Reports To:** Chukchansi Sovereign Enterprises (CEO)

**Department:** Chukchansi Insurance Incorporated

**Status:** Exempt

**Salary Range:** D.O.E.

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#### **SUMMARY AND SCOPE:**

Chukchansi Sovereign Enterprises (CSE) is a federal corporation chartered by the United States under Section 17 of the Indian Reorganization Act of 1934, 48 Stat. 984, on behalf of the Picayune Rancheria of Chukchansi Indians, a federally recognized Indian Tribe. Chukchansi Insurance is a subsidiary of CSE and provides self-insured health, dental, vision, and life insurance plans for Picayune Rancheria of Chukchansi Indians Tribal Government and Business Entities. The Director of Chukchansi Insurance Inc. directs and oversees health insurance operation programs including account installation, implementation, client support, contract administration, claim processing, enrollment and eligibility.

#### **PRIMARY RESPONSIBILITIES:**

- Create functional strategies and specific objectives for CII Health Plan and develop budgets/policies/procedures to support the functional infrastructure.
- Manage all Financial Reporting across all CII departments and reporting entities.
- Provide business information to Board Members /Council on business initiatives, recommendations and profitability.
- Maintains a high level of organization, including record-keeping of company and plan documents and an orderly and neat work area.
- Communicates with designated Third-party Administrator (TPA) staff to ensure claims are processed timely and employee questions are answered accurately.
- Applies continuous quality improvement practices by assessing current processes and procedures and providing recommendations for best practice applications by eliminating non-value activities.
- Review and analyze Health Care contracts to ensure plan integrity, health needs are met and provide a continuous improvement plan.
- Oversee Developed and maintained Network Development, Claims negotiations and discounts, Contract negotiations, Comprehensive Insurance Analysis and Medical and Prescription Claims Analysis.

- Develop Standard Operating Procedures to ensure business requirements and company objectives are followed and Internal Control are maintained.
- Ensures HIPPA compliance is followed and use or disclosure of protected health information ‘as necessary to perform in accordance with 45 CFR 164.514.
- Review and approve all medical, pharmacy, administrative, invoices on a weekly, monthly as needed basis.
- Monitor and Audit of expenses passed through the trust by third party providers.
- Review, create, implement and oversee new healthcare policies and procedure and programs and overall analysis of Medical Plan comparisons.
- Oversight of Third-Party agreements to ensure integrity, contract obligation is met and address gaps as presented.
- Budget and plan for Self- Funding Insurance, Vision Plan, Pharmacy, Medical, and supplemental Insurance
- Create a Wellness plan to help improve health of all users of CII Health Insurance.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **SPECIAL QUALIFICATIONS:**

Must possess excellent communication skills. Must be computer literate with proficiency in appropriate software such as Microsoft Word and Excel. Must have ability to interact with a wide variety of people, as this position involves frequent contact with personnel inside and outside the company requiring reasonable tact, discretion, self-expression, and a working knowledge of benefits, policies, and procedures. Must be pro-active and detail orientated.

### **EDUCATION AND/OR EXPERIENCE:**

- Bachelors of Degree in Business Administration, Public Health, or related fields preferred
- At least five (5) years’ experience in the Health Insurance field, Deep knowledge of Self-Insured Plans and solid knowledge of the overall departmental functions
- Experience in a fast- paced oriented environment.

### **OTHER REQUIREMENTS:**

1. Must possess a valid State-issued Driver's License and insurance
2. Must be able to pass in-depth background check
3. Must pass drug test

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office and field conditions exist, and the noise level in the work environment can vary from low to moderate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is required to frequently stand, lift, walk, sit, bend, twist, talk, and hear. There are prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with clients, vendors, and staff.

**MENTAL DEMANDS:**

There are many deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

**PRCI TRIBAL PREFERENCE:**

For purposes of hiring, promotions, transfers, and training all candidates must possess the "minimum qualifications" as stated in the job description or job announcement. Minimum qualifications are defined as those entry-level qualifications essential to the performance of the basic responsibilities for each job category, including but not limited to education, training, specific work experience, employment record, and physical skills (where applicable). Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training, and hiring. First, enrolled Tribal Members who meet the minimum qualifications shall not be denied an interview if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enrolled tribal members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however, if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate. If more than one person at the same preference level meets the minimum qualifications, the decision-makers shall have discretionary authority to make the appropriate business decision in the best interest of the Tribe. Accordingly, when preparing job descriptions or job announcements care should be taken to establish qualifications that fit the desired needs of the position.

**INDIAN PREFERENCE STATEMENT:**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

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(Approval Signature)

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(Date)

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(Employee Signature)

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(Date)