



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 0471

---

**SENIOR HEALTH INSURANCE COUNSELING (SHIC) PROGRAM MANAGER**

(STATE INSURANCE DEPARTMENT)

GRADE M

**SCOPE OF WORK:**

Work involves managing the Senior Health Insurance Counseling (SHIC) program, Prescription Connection North Dakota program, and other senior health insurance programs.

**DUTIES PERFORMED:**

- Plan for and implement new and existing programs; recommend program additions, changes, updates and enhancements.
- Manage staff human resources functions.
- Manage financial resources for all grant and non-grant activities; develop grant applications; prepare requested budget reports.
- Recruit, retain, and supervise program partners, sponsors, and volunteers; update and maintain training materials and conduct training.
- Provide technical assistance to program partners, counselors, constituents and other Department staff regarding health insurance counseling issues.
- Serve as a liaison with government and non-profit entities; maintain communication and relationships; report progress and results to the Commissioner and other appropriate entities.
- Prepare and submit a variety of reports to the Department, legislators, state officials, and grantees.
- Promote programs by making presentations to various groups regarding Medicare, long-term care insurance, prescription coverage assistance, and health insurance issues.
- Provide input to the Commissioner of Insurance on legislative issues regarding health insurance.
- Participate with various groups to promote health care.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree and four years of work experience in a health, human services, insurance, or education related field that included management of staff, budget, and programs.

Eff. Date: 11/06

Rev: 07/12 – Conversion to Hay System