



## Job Description

**Job Title:** Staff Attorney  
**Reports:** Senior Counsel  
**Department:** Legal and Governmental Affairs

**FLSA Status:** Exempt  
**Grade:** 16

### Summary/Overview:

The Staff Attorney works closely with all departments at Access Health CT requiring a high level of interaction with internal and external constituencies, vendors and strategic partners. The Staff Attorney will support the procurement function within Access Health CT (the Exchange) by providing legal review and analysis of proposed projects, assisting with Requests for Proposals and contract negotiation, drafting contracts, enforcement of contract terms and dispute resolution. The Staff Attorney will also be required to research, analyze and provide legal advice on a broad range of legal issues that impact the organization, and will be responsible for reviewing, interpreting and disseminating information on federal and state regulations and laws impacting the implementation of the Affordable Care Act (ACA). This role reports to the Senior Counsel and does not have supervisory responsibilities.

### Responsibilities

- Negotiates and drafts contracts and requests for proposals
- Reviews documents for legal sufficiency and impact
- Researches, interprets and analyzes complex and conflicting laws and regulations, case law and interpretations and provides legal advice to organization
- Prepares comprehensive memoranda for use in administrative or court proceedings if needed
- Monitors legislative proceedings if needed
- May act as hearing officer or represent organization in administrative or other public proceedings
- Provides policy support and ACA knowledge to all departments within the Exchange to ensure compliance with new or existing federal and/or state laws and regulations respecting the implementation of the ACA
- Serves as a Product Owner for AHCT's Consumer Notices:
  - Responsible for documenting and communicating requirements and functional specifications for exchange system technical enhancements for Notices.
  - Accountable for managing product issue backlog through JIRA, and appropriately communicating issue description, priority, and severity to business and technical stakeholders for Notices
  - Manages stakeholder feedback sessions and analyzes consumer experience data to create 2-year product roadmaps for Notices
  - Reviews and approves business design documents for relevant products for Notices

- Performs user acceptance testing and business validation for system releases within and outside of traditional business hours for Notices
- Serves as regulatory compliance liaison for privacy and security, ethics and records retention.
- Monitors and raises to Director of Legal and Governmental Affairs all emerging trends in the market, both locally and nationally, with regard to health reform and health insurance that support the Exchange's vision and mission
- Establishes and maintains expertise on the ACA and all federal and state regulations and guidance related to the operation of the Exchange
- Establishes and maintains expertise on the Exchange's Enabling Statute and policies and procedures required to implement the ACA in Connecticut
- May be required to present to staff, the Board of Directors, and outside constituencies on legal matters
- Performs related duties as required

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality.
- Oral Communication - Listens and gets clarification; responds well to questions.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.
- Professionalism - Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction; commits to additional work hours when necessary to reach goals.
- Initiative - Takes independent actions and calculated risks; asks for and offers help when needed.

**Qualifications:** The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Juris Doctor. Qualified candidates may be taking the Bar Exam or be licensed to practice law and in good standing in the State of Connecticut. During employment, must meet requirements for licensure for law practice.
- 0-1 years of experience in law and policy, and the Affordable Care Act (ACA).
- Excellent research, writing, communication and problem-solving skills.
- Proven ability to thrive in a fast-paced, collaborative environment.
- Experience using and proficiency with MS Office.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

**Work Environment:** The noise level is average for an open plan office. Can be high stress and involve short deadlines at times. Minimal travel.

*Access Health CT is an EEO and Affirmative Action Employer.*