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## **Director of Regulatory Affairs Job Description**

### Position:

The Director of Regulatory Affairs is a key member of CAHP's policy team responsible for executing a comprehensive advocacy program on behalf of the Association's member plans on regulatory issues at the Department of Managed Health Care (DMHC).

The primary responsibility of the Director of Regulatory Affairs is to serve as CAHP's lead staff member on regulatory issues to our Knox Keene licensed member plans.

### Summary:

CAHP is a dynamic trade association that advocates for California's health plans representing nearly 26 million enrollees, and is a key player in California health policy issues in the California legislative and regulatory arenas. CAHP's diverse membership includes the largest health plans in the United States and California-based plans providing commercial and Medi-Cal coverage.

### Requirements:

This position requires a Bachelor's Degree. A candidate should have a minimum of five years of experience in one or more of the following areas:

- Regulatory affairs.
- Legal affairs.
- Legislative affairs.
- Health care service delivery.
- Knowledge of health care service plans under California's Knox-Keene Act is preferred.

### Responsibilities:

Primary responsibilities include:

- Advocate on behalf of member health plans at the Department of Managed Health Care to secure positive regulatory outcomes
- Track and monitor regulatory developments and formal regulatory notices.
- Analyze, conduct research on proposed regulations and seek input from the CAHP Legal and Regulatory Affairs Committee regarding impacts of proposed regulations.
- Develop Association member consensus regarding CAHP's policy positions and responses to proposed regulations.
- Draft and file formal comment letters on proposed regulations.
- Coordinate and/or deliver CAHP testimony on behalf of member plans at regulatory hearings.

- Work with CAHP Government Affairs team on analyzing regulatory implications for proposed legislation, as appropriate.
- Coordinate with CAHP State Programs team to reduce regulatory friction between health plan regulators and state purchasers of coverage.
- Serve as CAHP representative on various committees and stakeholder groups organized by regulatory and state officials; including the Plan Roundtable, FSSB, and ICE.
- Coordinate meetings of member plans with state and federal agencies.
- Meet regularly with key personnel at regulatory agencies and serve as primary staff contact with the DMHC.
- Lead the CAHP Legal and Regulatory Affairs (LRA) Committee which meets quarterly.
- Provide regular updates on rulemakings and other issues to LRA.
- Develop and maintain affiliations with various allied organizations and coalitions with interest in regulatory matters affecting health care coverage.
- Contribute content and expertise to CAHP publications, as needed.
- Monitor court decisions affecting health plans.
- Manage and lead various workgroups including quarterly meetings of the CAHP Amicus Committee to discuss any legal developments, lawsuits and coordinate legal filings on behalf of CAHP membership, as appropriate.

Miscellaneous:

Reports to the President & CEO  
Able to lift and carry up to 30 pounds

Compensation:

Salary will be commensurate with qualifications and experience. Benefit package includes medical, dental, vision and life coverage, retirement (401k plan) with contribution match, holidays and vacation.

Contact:

Please submit cover letter and resume to Connie Flores at: [cflores@calhealthplans.org](mailto:cflores@calhealthplans.org).