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CALHEALTHPLANS.ORG

State Programs Analyst / Associate Director, State Programs Job Description

Title:

State Programs Analyst or Associate Director, State Programs, to be determined based on qualifications.

Position:

The State Programs Analyst / Associate Director is a member of CAHP's policy team and works with the Vice President, State Programs to execute a comprehensive advocacy program on behalf of the Association's member plans.

The primary responsibility of the State Programs Analyst / Associate Director is to monitor, research, and draft documents on issues of importance to CAHP's member plans that participate in government-funded health programs, such as Medi-Cal and Medicare, and Covered California. This position will also be required to participate in and maintain a strong working knowledge of stakeholder forums and CAHP workgroups.

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, California-based plans, and small regional plans providing commercial and Medi-Cal coverage.

Requirements:

This position requires an individual who is productive, organized, and efficient. The individual must also be service-minded. The position requires good analytical, writing, communication, facilitation, and project organization skills.

This position requires a Bachelor's degree in public policy, public health, political science, or a related field. A candidate should have a minimum of two years' experience in health policy, legislative affairs, regulatory advocacy and/or health care service delivery. A preferred candidate has experience in the analysis of regulations and statutes and knowledge of health care systems, specifically, California's Medi-Cal and health care service plans licensed under California's Knox-Keene Act.

Responsibilities:

- Monitor regulatory developments affecting State Programs.
- Serve as point of contact for CAHP's membership on assigned issues and questions related to State Programs.
- Research and draft formal comment letters on proposed regulatory action.
- Participate in meetings with state and federal agencies, including DHCS, CHHS and CMS, on matters of concern to the Association membership.

- Provide meeting summaries and analysis of major issues impacting State Programs.
- Establish and maintain relationships with personnel at various state agencies and allied organizations and coalitions with interest in matters affecting CAHP's membership.
- Provide regular updates on policy guidance, rulemaking, and program implementation to the CAHP State Programs Committee.
- Provide assistance to the Vice President, State Programs on the development of memos and other information for quarterly CAHP Board of Directors meetings and Board communications.
- Prepare research and communications for CAHP publications and website as requested.
- Track and monitor state and federal policy and legal developments affecting State Programs.
- Other duties as needed. The specific work assignments for this role will be determined by the Vice President, State Programs.

Miscellaneous:

Report to the Vice President, State Programs.

Intrastate travel, primarily within the Sacramento area, approximately 2-4 days per month.
Able to lift and carry up to 30 pounds.

Compensation:

Salary commensurate with qualifications and experience. Excellent benefit package, including 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.