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CALHEALTHPLANS.ORG

Vice President, State Programs Job Description

Position:

The Vice President of State Programs is a key member of CAHP's policy team reporting directly to the President & CEO and working in close coordination with member plans, and is expected to be a strong team player responsible for executing a comprehensive advocacy program on behalf of the Association's member plans.

The primary responsibility of the Vice President of State Programs is to serve as CAHP's lead staff member on issues of importance to member plans that participate in government-funded health programs, such as Medi-Cal and Medicare ("State Programs").

Summary:

CAHP is a dynamic trade association that advocates for all California health plans representing nearly 28 million enrollees. CAHP is a key player in California health policy in the legislative and regulatory arenas. CAHP's diverse membership includes the largest health plans in the United States, as well as regional plans that specialize in serving the health care needs of those least able to afford coverage.

Responsibilities Include:

- Facilitate and lead discussion amongst member health plans to develop CAHP policy positions and responses to proposed regulatory and other actions by the Department of Health Care Services.
- Provide leadership and advocate on behalf of health plans with state and federal agencies, including DHCS, CHHS, and CMS.
- Lead special projects with the ability to develop an advocacy strategy, identify relevant stakeholders to engage, build consensus among member plans, and successfully execute and complete the project in the necessary timeframe.
- Research and prepare formal comment letters on proposed regulatory action or sub-regulatory guidance.
- Deliver CAHP testimony at regulatory hearings or meetings and increase CAHP's visibility while working to ensure that CAHP is seen as a reasonable voice that represents all of the health plans.
- Establish and maintain relationships with key personnel at various state agencies and allied organizations and coalitions with interest in matters affecting CAHP's membership.
- Supervise the State Programs Analyst.
- Monitor regulatory and judicial developments affecting State Programs.
- Serve as primary contact for CAHP's membership on issues and questions related to State Programs.
- Lead and set agendas for quarterly meetings of the State Programs members.

- Coordinate with CAHP legislative affairs staff on legislative matters and provide advice on legislation and/or the state budget, as needed.
- Provide memos and other information for quarterly CAHP Board of Directors meetings and Board communications. Attend Board meetings.
- Assist with program development, and obtaining speakers for CAHP's Annual Conference and Seminars.
- Represent CAHP and the member plans on various health care Advisory Groups/Committees.
- Prepare articles and other communications for CAHP publications and website as requested.
- Other duties as needed. The specific work assignments for this role are determined by the President & CEO.

Requirements:

This position requires an individual who is highly productive, organized, efficient, and practical. The position requires someone who can work in a team environment, build consensus among a diverse membership, and can develop and lead advocacy efforts. The candidate should also be able to resolve inter-personal conflict in a thoughtful, patient and composed manner. Analytical, writing, communication, negotiation, facilitation, project organization and consensus-building skills are critical.

Qualifications:

- Bachelor's degree.
- Minimum of seven to ten years of experience in health policy, regulatory advocacy and/or health care service delivery.
- Proven, confident leader.
- Knowledge of health care systems, specifically, California's Medi-Cal programs, and health care service plans under California's Knox-Keene Act is preferred.

Miscellaneous:

- Report to the President & CEO.
- Intrastate travel 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.