



Senior Policy Analyst, State Medicaid Policy Job Description

Position:

The Senior Policy Analyst is a member of CAHP's policy team and works with the Director, State Medicaid Policy to execute a comprehensive advocacy program on behalf of the Association's member plans.

Summary:

CAHP is a dynamic trade association that advocates for California's health plans representing nearly 25 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 a self-starter, detail oriented, highly organized, and can work in a fast-paced environment. The individual must also be service-minded. The position requires excellent 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 five 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 CAHP's member plans that participate in government-funded health programs, such as Medi-Cal and Medicare.
- Serve as point of contact for CAHP's membership on assigned issues.
- Research and draft formal comment letters on proposed regulatory action.
- Participate in meetings with state and federal agencies, including the California Department of Health Care Services, the California Health and Human Services Agency, and the Centers for Medicare & Medicaid Services, on matters of concern to the Association membership.
- Provide meeting summaries and analysis of major issues impacting CAHP membership.
- 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 to CAHP membership on policy guidance, rulemaking, and program implementation.

- Provide assistance to the Director, State Medicaid Policy 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 CAHP membership.
- Other duties as needed. The specific work assignments for this role will be determined by the Director, State Medicaid Policy.

Miscellaneous:

- Report to the Director, State Medicaid Policy.
- Intrastate travel, primarily within the Sacramento area, approximately 2-4 days per month when COVID-19 restrictions are lifted.
- 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 cflores@calhealthplans.org.