



Legislative Assistant Job Description

Position:

The Legislative Assistant is a member of CAHP's Legislative Affairs team to assist in the execution of a comprehensive advocacy program on behalf of the Association's member plans.

Primary responsibilities of the Legislative Assistant are to support the legislative program and to monitor and report on legislative issues of importance to CAHP's member plans as needed.

Summary:

CAHP is a dynamic trade association that advocates for virtually all California health plans representing 28 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, as well as smaller plans that specialize in serving the health care needs of those least able to afford coverage.

Requirements:

The position requires a self-starter that is productive, organized, and efficient with good analytical, verbal and written communication skills and can work in a team-based environment.

The position requires a Bachelor's degree. Experience in government relations, the Legislature or state government is preferred.

Responsibilities:

Primary responsibilities include:

- Identify, track, monitor, and report on legislation affecting CAHP's member plans.
- Assist with the solicitation and organization of health plan feedback on legislation.
- Contact legislative staff for background information on legislation.
- Prepare and maintain Fair Political Practices Commission quarterly lobbyist report.
- Help prepare weekly legislative reports for CEO Update.
- Provide committee and floor analysis and vote summaries to plan lobbyists.
- Monitor selected legislative hearings, floor sessions, budget hearings, and provide summaries for plan lobbyists.
- Monitor legislative/committee calendar and timelines.
- Provide assistance to the Vice President of Legislative Affairs on the development of memos and other information for quarterly CAHP Board of Directors meetings and Board communications.
- Perform other related and general administrative duties as required; including but not limited to scheduling appointments with legislators and/or staff or others as part of the Legislative Affairs team's lobbying activities and phone triage.
- Assist in the development and administration of political action activities.



California Association of
Health Plans

Miscellaneous:

Reports to Vice President of Legislative Affairs
Intrastate travel 2-5 days per year
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.