



Director, Legislative Affairs Job Description

Position:

Responsible for state-level lobbying and engagement with the Legislature on behalf of the California Association of Health Plans (Association). The Director of Legislative Affairs serves as the senior lobbyist for the Association and works to achieve positive legislative outcomes for California's health plans through direct advocacy and engagement at the State Capitol on behalf of and in cooperation with Association staff and member health plans.

Summary:

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

Requirements:

- Bachelor's degree required.
- Between five (5) and ten (10) years' experience working in government relations, the Legislature, state lobbying or state government with health care experience preferred but not required.
- Demonstrated understanding of the legislative and executive branches, as well as the state budget process.
- Ability to successfully direct the legislative advocacy work of the Association.
- Exceptional writing, communication and reporting skills. Must be able to present complex concepts in a concise and understandable way.
- Strong interpersonal and engagement skills, with the ability to work independently and within a team environment.
- Good judgement and impeccable ethics, with a desire to succeed in a demanding and changing environment.

Responsibilities:

Primary responsibilities include:

- Provides leadership of the Association's state legislative and budgetary priorities, including policy implications for the Association's strategic goals and objectives.
- Identifies and prioritizes key state legislative proposals with member health plans to formulate industry positions.
- Provides technical recommendations and leadership on legislative proposals, advocates in favor or against legislation affecting health plans in both the commercial market and government health programs and testifies before legislative policy and budget committees to express industry views on bills and fiscal policy.
- Prepares and oversees the development of letters of support and opposition on legislation of

concern to the Association.

- Prepares for and takes active role in weekly meetings of health plan lobbyists and advocates.
- Leads negotiations concerning legislation with elected members and legislative staff.
- Develops and maintains working relationships with elected officials and staff.
- Builds and leads, when appropriate, advocacy coalitions with other industries and interest groups.
- Directs the work of the Association's legislative staff, including the Legislative Advocate and contract lobbying firms as appropriate.
- Assists in the direction of the Association's Political Action Committee's budget and contributions to elected officials.
- Represents the Association at events, fundraisers and conferences as needed.
- Works closely with other staff on issues of mutual concern, including with the Senior Vice-President, Director of Legal and Regulatory Affairs and the Director of State Programs as needed.
- Provides the Board of Directors with quarterly reports on critical legislative and budgetary issues facing the industry.
- Provides Association members with regular reports on legislative and budget issues.
- Provides legislative background and input as needed in the execution of Association events and activities, including but not limited to, the Annual Conference.

Miscellaneous:

- Reports to the Senior Vice President.
- Intrastate travel approximately 3-6 days per year.
- Ability 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:

Send inquiries, resume and cover letter to Connie Flores at cflores@calhealthplans.org or

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