



California Association of Health Plans

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 of 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. This position will also require you to participate in and maintain a strong working knowledge of 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 position requires good analytical, writing, communication, facilitation, and project organization skills.

This position requires a bachelor's degree or a minimum of two years' experience in health policy, regulatory advocacy and/or health care service delivery. A preferred candidate has experience in health care systems, specifically, California's Medi-Cal and health care service plans licensed under California's Knox-Keene Act.

Responsibilities:

- Gather and synthesize member feedback into a well-organized document that accurately reflects the collective sentiments, concerns, and suggestions. Identify common themes, recurring issues, and unique insights across all feedback sources.
- Provide meeting summaries and analysis of major issues impacting State Programs.
- Participate in meetings with state and federal agencies, including DHCS, CHHS and CMS, on matters of concern to the Association membership.
- Provide support to the Vice President of State Programs in analyzing and tracking regulations that affect State Programs.
- Provide regular updates on policy guidance, rulemaking, and program implementation to the CAHP State Programs Committee.

- Serve as point of contact for CAHP's membership on assigned issues and questions related to State Programs.
- Aid the Vice President of 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.
- Other duties as needed. The specific work assignments for this role will be determined by the Director of State Programs.

Miscellaneous:

Report to the Director of State Programs.

Intrastate travel, primarily within the Sacramento area, approximately 2-4 days per month.

Able to lift and carry up to 30 pounds.

Remote Work Policy:

The position is based at CAHP's Sacramento downtown headquarters, with the option to apply for a hybrid schedule with limited remote workdays.

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.