



Position Announcement

Government Affairs Specialist

The California Association of Public Hospitals and Health Systems (CAPH) is seeking an exceptional Government Affairs Specialist to join our team.

CAPH is a non-profit trade association located in Oakland, California that represents 21 public hospital systems across California that primarily serve Medi-Cal, uninsured and low-income patients. CAPH provides legislative advocacy and leadership, strategy development, policy development and analysis related to the health care safety net and increasing access to health care for all Californians, with a special emphasis on health reform, coverage expansion, delivery system reform, and health system financing.

A key area of CAPH's policy and advocacy work focuses on the implementation of the Affordable Care Act, especially the Medicaid (Medi-Cal in California) expansion to childless adults and related policies. With 1 in 3 California residents now enrolled in the Medi-Cal program, and another 3 million who remain uninsured, California's public health care systems are leading the successful implementation of the Affordable Care Act and improving health care delivery for low-income patients.

The Government Affairs Specialist will also work with CAPH's non-profit quality improvement affiliate, the California Health Care Safety Net Institute (SNI). CAPH/SNI's offices are located in Oakland's Jack London Square. For more information about both organizations, please visit our websites at www.caph.org and www.safetynetinstitute.org.

SUMMARY

Reporting to the Vice President, External Affairs and working closely with policy and communications staff, this position is responsible for providing a high level of government relations coordination, project management and communications support to CAPH. This role requires a strong understanding of the CAPH/SNI goals with a genuine interest in health care and desire to learn more in order to effectively support the Senior CAPH staff members and teams. Under direction from the Vice President, External Affairs, this position is responsible for CAPH government affairs activities, particularly legislative event planning and execution, other meetings with elected officials and stakeholders, effectively tracking state and federal

legislation and regulations, and ensuring that our key messages are reaching appropriate audiences.

- The Government Affairs Specialist will understand and embrace the organizational values—dedication to the mission of ensuring equal access to high quality health care for all,
- collaboration, and
- excellence.

This position is classified as exempt.

PRIMARY RESPONSIBILITIES

Under supervision from the Vice President, External Affairs, the Government Affairs Specialist will plan, coordinate and ensure successful execution of the association's government relations work as follows:

- Analyzes pertinent state and federal legislation, regulation, and state plan amendments via on-line tracking system. Communicates identified issues to the VP of External Affairs and other CAPH policy staff.
- Serves as the liaison to the tracking system vendor, assigns bills to staff with guidance from the Vice President of External Affairs; reminds staff of upcoming deadlines and hearings; and maintains an updated status report of all tracked legislation.
- Assists in drafting and development of materials that can be shared with external parties such as advocacy position papers, briefs, presentations to external partners, WebEx presentations, as well as other documents or publications.
- Provides reports to CAPH staff on state legislative/regulatory initiatives that are of interest to CAPH membership. Also makes recommendations regarding the prioritization of state initiatives, as appropriate.
- Develops and manages work plans for the association's state and federal legislative days, including oversight of meetings schedules with offices of elected officials, managing master and individual schedules for members, and developing and coordinating materials.
- Maintains updated contact lists of all government relations contacts for CAPH, especially legislative and administrative staff.
- Coordinates and plans logistics of meetings and events throughout the state with CAPH member hospitals, elected officials and key stakeholders as part of the association's political outreach initiatives.
- Proactively anticipates coordination activities that will be required for routine GR activities such as legislative meetings with elected officials, etc.
- Drafts letters, position statements and materials for GR meetings and activities;
- Manages distribution of documents to legislative committees, legislative staff and other public officials.
- Assists in the preparation, filing, and renewals of state lobbying registrations for the lobbying staff.
- Uploads content on the CAPH web site that reinforces our key government affairs-related messaging, particularly the successes of our member systems in providing high quality care.

- Participates on the annual conference committee and works with colleagues to secure speaker confirmations, prepare conference materials, and ensure smooth logistics.
- Stays current on the latest communications and advocacy resources/resources/tools in order to improve the quality of the organization's advocacy efforts and communications to external parties and its members

KNOWLEDGE & EXPERIENCE

- Bachelor's Degree preferably in Public Relations, Business, or Political Science or related field.
- One to three years' experience with state legislative and/or government affairs.
- Ability to conduct individual research and analyze complex issues.
- Very strong written and verbal communications skills.
- Understanding of healthcare issues strongly preferred.
- Advanced abilities in calendaring, email, and Microsoft Office applications including: Word, Outlook, PowerPoint, and Excel.
- Demonstrated ability to work independently, always maintaining a high level of energy, initiative and focus in getting the work done.
- Exceptional organizational skills with the ability to juggle multiple priorities. Strong process management skills.
- High attention to detail demonstrated through understanding and keeping in mind a broad field of information and relationships while ensuring excellence and accuracy.
- High teamwork and customer service orientation. Possess a high level of courtesy, confidentiality, judgment and professionalism in interacting with staff, members and external contacts.
- Resourceful and proactive problem solver--capable of anticipating and developing solutions for challenges and daily issues; able to navigate challenges or competing priorities through creative thinking and resourcefulness.
- Ability to quickly and easily adapt to changing priorities and circumstances, while ensuring that high priority issues are addressed appropriately.

Salary is commensurate with experience and includes a competitive benefits package.

Interested applicants should send a resume and a cover letter via email to:

Afiya Palmer, Human Resources Manager
 apalmer@caph.org

CAPH/SNI is an Equal Opportunity Employer with a strong commitment to racial, cultural and ethnic diversity. Persons of color are strongly encouraged to apply