

## **Associate Director, Health Care Finance Analytics (Exempt)**

### SUMMARY

Directly reporting to the Vice President of Finance, this position is responsible for analyzing, supporting and/or developing financial, policy and operational initiatives that strengthen the ability of public hospital systems to meet their long and short-term goals. The Associate Director, Health Care Finance Analytics is responsible for participating on and/or leading project teams and certain policy areas under the direction of the Vice President of Finance; communicating the results and implications of financial data analyses to staff, stakeholders, and members; and building external relationships with member leadership, California state administration and other stakeholders. This position will embrace and model the organization's values—dedication to the mission of ensuring equal access to high quality health care for all, collaboration, and excellence. It is essential that this position seek to understand CAPH's strategies, goals, and interdependencies in order to effectively and efficiently develop policies and execute on legislative initiatives. This position is classified as exempt.

### PRIMARY RESPONSIBILITIES

Under general supervision from the Vice President of Finance, the Associate Director is responsible for developing, leading or supporting the analytical and financial work required in the support of policies and programs which further the interests of public hospital systems in California, particularly in the areas of health care financing for low-income individuals and the impact of health care reform on public hospitals. Key responsibilities include:

- Provides expertise and stewardship in relevant data sets, including hospital finance data and is comfortable conducting high level data analyses and working with large data sets
- Under direction from the Vice President of Finance, conducts analyses and recommends possible strategies and positions on initiatives, including identifying and troubleshooting financing and data limitations as well as operational and policy issues at the local, state and federal levels
- Develops proposals to preserve and enhance health care safety net funding
- Translates the results of financial data analyses into easy-to-understand charts, graphs, and other visuals, in order to explain the analysis and conclusions to the VP of Finance, other staff, stakeholders (including the State), member CFOs, and others
- Informs and advises colleagues on connections between this work and other ongoing CAPH priorities, and makes recommendations for action
- Collaborates with colleagues and on other teams to provide clear and concise input, analysis, and expertise on issues as assigned, such as those related to waiver programs and Medi-Cal managed care financing structures

- Anticipates, identifies, and responds to CAPH member hospital needs related to finance and safety net funding issues
- Establishes and maintains effective relationships with State administration staff and stakeholders with interests/ties to relevant policies
- Collaborates with other team members to solicit their input, in order to strengthen analytic products
- Identifies program/project linkages that will strengthen the organization's ability to effectively support the member public health care systems ultimately meeting their mission
- Represents CAPH at stakeholder forums, informational and legislative briefings, and other external forums
- Tracks, analyzes, and supports the advancement and revision of relevant legislation and regulations on a timely basis
- Supervises financial analyst interns as applicable and identifies appropriate and meaningful tasks and projects
- Acquires, maintains, and educates members in the proficiency of public health care system financing knowledge

#### KNOWLEDGE & EXPERIENCE

- An advanced degree in public policy, finance, health care administration, or closely related field is preferred
- 5+ years of health analytics, finance, policy within hospital, health plan, or other related health care settings
- Strong quantitative and analytic abilities, including financial modeling.
- Advanced Excel skills required and experience with statistical software packages is a plus but not required
- Ability to conceptualize, structure, and conduct quantitative and policy analyses
- Ability to link and communicate technical data with policy issues
- Ability to effectively manage multiple priorities in a fast-paced, intense and often times unpredictable environment
- Demonstrated ability to build effective relationships and represent CAPH in a wide variety of policy and advocacy settings
- Ability to analyze legislation and health policy proposals at state and federal levels is not required but is a plus
- Ability to conduct analyses and propose strategies for consideration by the VP of Policy and Leadership in response to changes in health care policy
- Solid understanding of California health policy, particularly as it relates to underserved and low-income populations
- Strong written and verbal communication skills
- Excellent interpersonal skills and ability to work effectively in small, team-based environment.

#### KEY COMPETENCIES

##### Organizational:

- Action Oriented: Enjoys working hard, is full of energy for challenging work, not fearful of acting with minimum planning.
- Composure: Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress.

- Integrity & Trust: Is widely trusted, is seen as a truthful individual, keeps confidences, and admits mistakes.
- Learning on the Fly: Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar task; quickly grasps the essence and the underlying structure of anything.
- Peer Relationships: Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to together groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.
- Dealing with Ambiguity: Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.

Related to Specific Position:

- Perseverance: Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks.
- Perspective: Looks toward the broadest possible view of an issue/challenge; has broad-ranging personal and business interests and pursuits; can easily pose future scenarios; can think globally; can discuss multiple aspects and impacts of issues and project them into the future.
- Comfort Around Higher Management: Can deal comfortably with more senior managers; can present to more senior staff and board without undue tension and nervousness; understands how senior managers think and work; can determine the best way to get things done with them by talking their language and responding to their needs; can craft approaches likely to be seen as appropriate and positive.

To Apply please submit to [jobs@caph.org](mailto:jobs@caph.org) with the **job title in the subject line**:

- **Cover Letter explaining why CAPH/SNI**
- **Résumé**
- **2 contacts for professional references (preferred: email and phone of past supervisors)**