



California Association
of Public Hospitals
and Health Systems



Position Announcement **Policy Analyst**

The California Association of Public Hospitals and Health Systems (CAPH) is seeking an exceptional **Policy Analyst** to join our team.

CAPH is a non-profit trade association located in Oakland, California that represents 21 public hospital systems across California. 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. CAPH played a central role in the development of the state of California's five year, \$10 billion "Bridge to Reform" Medicaid 1115 Waiver. The position would 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, Legal Counsel, this junior level position analyzes and supports the development of policy and legislative initiatives that strengthen the ability of members of the public hospitals to meet their long and short-term goals. He/she will independently participate on CAPH Policy Teams, joint CAPH/SNI teams as well as work with external partners such as members from the California public hospital systems, state officials, other advocacy organizations, among others to assist in the monitoring and evaluating of multi-billion dollar safety net hospital payments and programs. Additionally, this position should have a broad understanding of both organizations' strategies, goals, processes and interdependencies to effectively and efficiently develop policies and execute against legislative initiatives.

The ideal candidate understands and embraces the CAPH/SNI Values—passion for the mission of ensuring equal access to high quality health care for all, teamwork, and high performance as well as both the CAPH and SNI goals. The ideal candidate also demonstrates a genuine interest in health care and desire to learn more in order to effectively support short and long term strategies. This position is classified as exempt.

PRIMARY RESPONSIBILITIES

Under general supervision from the Vice President, Legal Counsel and working closely with the Director of Policy as well as established project plans, the Policy Analyst will be responsible for actively participating and supporting CAPH's policy and finance work on the implementation of health care reform 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 the following:

- Works in close partnership with the CAPH policy team and other CAPH/SNI members to effectively support member public hospital system goals and strategies.

- Conduct analyses and development recommendations on initiatives including identifying and troubleshooting program and policy issues at the local, state and federal levels
- Assists with member hospital program implementation issues and respond to their questions with a high level of accuracy and diplomacy
- Provides expertise and stewardship in relevant data sets, including hospital finance data and cost reports and is comfortable conducting high level and detailed data analyses and working with large data sets.
- Supports policy work through strong understanding of financing of care to low-income populations in California.
- In conjunction with the Senior Finance Policy Analyst and other policy staff, contributes to financial data analysis to inform CAPH's policy agenda and best support and position Public Hospital systems
- Tracks and analyzes the impact of legislation, proposed amendments and regulations relevant to CAPH concerns and reports information to management, our Director of Government Relations, and members of the policy team as appropriate.
- Attends and participates in CAPH member meetings which may require travel to California counties and to Sacramento
- Establishes and maintains effective relationships with state administration and legislative staff, other associations, and members
- Collaborates with other policy team members and SNI to ensure effective communication across the organization and to identify program/project linkages that will strengthen the organization's ability to effectively support the member public hospitals ultimately meet their mission.
- Reviews finance policy briefs and other documents and provides substantive and editorial comments on as needed.
- Represents CAPH at stakeholder forums, informational and legislative briefings, and other external forums and is comfortable speaking publicly on the CAPH's behalf
- Tracks and proposes revisions, as needed, on relevant legislation and regulations on a timely basis
- Updates and informs members as appropriate through the digest, meeting materials, and presentations.

KNOWLEDGE & EXPERIENCE

- An advanced degree in public policy, finance, health care administration, or closely related field is preferred; or a bachelor's degree and relevant experience
- Three plus years of health policy and/or finance experience
- Knowledge of health care reform, hospital finance, and Medi-Cal or other federal/state/local funding of care for the low-income populations is preferred but not required
- Strong quantitative and policy analytic abilities, including policy analysis techniques, and financial and statistical modeling.
- Strong Excel skills required and experience with statistical software packages is a plus but not required
- Ability to conceptualize, structure, and conduct quantitative and policy analysis
- Ability to effectively manage multiple priorities in a fast-paced environment
- Excellent written and verbal communication skills.
- Excellent interpersonal skills and ability to participate effectively in teams and in a small, hardworking office environment



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Salary is commensurate with experience and includes a competitive benefits package. Interested applicants should send a resume, a cover letter which must include salary requirements and at least three references via email. We will not be able to consider applications without this information.

Send applicant materials to:

Afiya Palmer, Human Resources Manager

apalmer@caph.org

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