

POLICY ANALYST

ABOUT CAPH/SNI

[The California Association of Public Hospitals and Health Systems](#) (CAPH) represents [California's 21 public health care systems](#), which include county-affiliated systems and the five University of California academic medical centers. Together, these systems form the core of the state's health care safety net. As a trade association, CAPH works to advance policy and advocacy efforts that strengthen the capacity of its members to ensure access to comprehensive, high-quality, culturally sensitive health care services for all Californians, regardless of insurance status, ability to pay, or other circumstance, and educate the next generation of health care professionals. Primarily, these systems serve individuals from historically marginalized communities, including persons of color, individuals experiencing financial hardship and/or homelessness, and individuals with complex social and medical needs. These efforts are strongly informed by, and take place alongside, the work of the [California Health Care Safety Net Institute](#) (SNI), the 501c3 affiliate of CAPH.

The ideal candidate understands and embraces the CAPH/SNI Values—dedication to the mission of ensuring equal access to high quality health care for all, collaboration with shared accountability, and excellence, as well as a genuine interest in health care and desire to learn more to effectively support policy efforts. CAPH/SNI is [committed to advancing equity](#) and is an equal opportunity employer with a strong commitment to racial, cultural, and ethnic diversity. Qualified applicants of all races, people with all abilities, and veterans are encouraged to apply.

WORK ENVIRONMENT

CAPH/SNI operates in a hybrid work environment, with two required in-person days (Monday and Wednesday) at the office in Oakland, CA for those living 40 miles or less from the office; one required in-person day (Monday) for individuals living further away. The remaining days are conducted remotely.

POSITION SUMMARY and PRIMARY RESPONSIBILITIES

Under the supervision of the Associate Director of Policy, the policy analyst will analyze and support the development of CAPH's policy and legislative initiatives. This work will include:

- Conducting analyses and developing recommendations on state and federal policy issues
- Tracking and analyzing the impact of legislation, proposed amendments and regulations
- Working closely with CAPH leadership and policy and government relations staff to share information and determine next steps
- Reviewing policy briefs and other documents and providing substantive and editorial comments on them as needed
- Updating and informing members and other stakeholders as appropriate through external communications, meeting materials, and presentations
- Establishing and maintaining effective relationships with state administration and legislative staff, other associations, and members
- Helping plan and execute a successful annual CAPH/SNI conference by working with colleagues to secure speaker confirmations, prepare conference materials, and ensure smooth logistics

KNOWLEDGE & EXPERIENCE

- An advanced degree in public policy, public health, health policy, finance, health care administration, or closely related field is preferred; or a bachelor's degree and two years of relevant experience
- Knowledge of health care systems' programs and finance, particularly in Medi-Cal, is preferred
- Ability to conceptualize, structure, conduct and communicate policy analyses
- 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

The starting salary range for this position is \$70,000 - \$85,000. CAPH offers an extremely competitive [benefits package](#).

Interested applicants should send a resume and a cover letter via email to jobs@caph.org.