

Associate Director of Policy

ABOUT CAPH/SNI

The [California Association of Public Hospitals and Health Systems](#) (CAPH) represents the state's 17 public health care systems, forming the core of California's health care safety net. CAPH advances policies that strengthen its members' ability to provide high-quality, culturally responsive care for all Californians and to train the next generation of health care professionals.

The [California Health Care Safety Net Institute](#) (SNI), CAPH's 501(c)(3) affiliate, supports this mission through programs that improve care delivery and patient outcomes. Together, CAPH and SNI function as a matrix organization, working side by side to achieve shared goals for California's public health care systems and the communities they serve.

The ideal candidate understands and embraces 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 a genuine interest in health care and desire to learn more to effectively support policy efforts. CAPH/SNI are [committed to advancing equity](#) and are deeply committed 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 the other group. The remaining days are conducted remotely.

SUMMARY

Directly reporting to the Director of Policy, this position is responsible for analyzing and/or developing a set of policy and legislative initiatives that strengthen the ability of public hospitals to meet their long and short-term goals. Under the direction of the Director of Policy, the Associate Director of Policy is responsible for leading policy issues on behalf of CAPH members, sometimes individually and sometimes as part of a team. In addition, the Associate Director of Policy will be expected to build and maintain external relationships with member leadership, staff from the Legislature and Administration, and other stakeholders. It is essential that this position seeks to understand CAPH's strategies, goals, and interdependencies to effectively and efficiently develop policies and positioning and advance CAPH's policy goals. This position is classified as exempt.

PRIMARY RESPONSIBILITIES

Under general supervision from the Director of Policy and following agreed-upon policy objectives and plans, the Associate Director of Policy is responsible for developing a variety of policy positions related to public health care systems. He/She/They will work in close partnership with the CAPH government relations team, CAPH members, and external partners to effectively support public hospital goals and strategies. Key responsibilities include:

- Lead and/or support advocacy on state and federal policy issues on behalf of CAPH and its members. This may include analysis, the development of recommendations, and engaging with state and federal departments and external stakeholders to advance this work.

- Track and analyze the impact of legislation, proposed amendments, regulations and other policy documents.
- Leads issue-specific teams to advance policy work, collaborates with colleagues, and participates on other teams to provide input, analysis, and expertise on issues as assigned.
- For all policy issues, establishes and maintains effective relationships with legislative and administrative staff and stakeholders with interests/ties to relevant policies.
- Collaborate with other team members to ensure effective communication across the organization or identify program/project linkages that will strengthen the organization's ability to effectively support public health care systems to meet their mission.
- Reviews media articles, and policy and issue briefs and other publications as needed.
- Represents CAPH at stakeholder forums, informational and legislative briefings, and other external convenings.
- Informs the CAPH Board of Directors and members of developments through newsletter updates, meeting materials, or presentations.
- Facilitates dialogue/feedback with members on policy issues and works to build consensus when needed. Leads and staffs the member committee focused on operational policy issues.
- Supervises policy interns as appropriate and identifies appropriate and meaningful tasks and projects.
- Acquires and maintains proficiency in public health care system financing knowledge and actively applies this knowledge to inform policy work.

KNOWLEDGE & EXPERIENCE

- Advanced degree in public policy, public health, public administration or closely related field is preferred.
- 5+ years of health policy experience.
- Strong knowledge of Medicaid/Medi-Cal required
- Knowledge of Medicare highly preferred.
- Demonstrated ability to build effective relationships in a variety of policy and advocacy settings.
- Excellent analytical skills; ability to analyze legislation and health policy proposals at state and federal levels.
- Ability to conduct analyses and propose strategies for consideration by the Director of Policy and Leadership in response to changes in health care policy.
- Strong written and verbal communication skills.
- Excellent interpersonal skills and ability to work effectively in a small, team-based environment.

The starting salary range for this position is \$110,000-\$125,000. CAPH offers an extremely competitive [benefits package](#).

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