Government Relations Analyst

ABOUT CAPH/SNI

The California Association of Public Hospitals and Health Systems (CAPH) represents the state's 17 public health care systems, which form the core of the state's health care safety net. As a trade association, CAPH works to advance policies 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 to educate the next generation of health care professionals. 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.

California's 17 member systems primarily serve individuals from historically marginalized communities, including persons of color, individuals experiencing financial hardship or homelessness, and individuals with complex social and medical needs.

Although CAPH and SNI are separate legal entities, they function day-to-day as a matrix organization, with the two organizations working closely together to achieve shared goals for our member systems.

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 is 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 individuals living further away. The remaining days are conducted remotely.

Travel: This position requires regular travel to Sacramento for meetings and advocacy activities, as well as periodic travel throughout California and to Washington, D.C. for meetings and events.

POSITION SUMMARY and PRIMARY RESPONSIBILITIES

Under supervision of the Senior Director of Government Relations, the Government Relations Analyst will plan, coordinate, and ensure the successful execution of the association's government relations priorities, including:

- Coordinating our state bill file, which involves identifying and tracking pertinent legislation; monitoring key deadlines and legislative hearings for all CAPH/SNI staff tracking bills; working with colleagues to meet specified deadlines; coordinating the submission of position letters; serving as a liaison with legislative offices; and partnering with key stakeholders on priority legislation.

- Serving as lead staff on assigned bills, providing timely analysis, developing recommendations on the organization's position and proposed tactics, and carrying out the approved strategy through the legislative process.
- Drafting, revising and disseminating advocacy materials, such as advocacy position papers, member template letters, policy and advocacy briefs, and presentations to be shared with external parties and help with their distributions, as needed.
- Working closely with and serving as a resource for member system government affairs teams, including providing analyses and support on key bills; gathering input on potential member impacts to inform our positioning; prioritizing issues; and coordinating advocacy efforts.
- Establishing and maintaining effective relationships with legislative staff, other associations, and members
- Planning, scheduling and ensuring the successful execution of state and federal legislative events to give members the opportunity to engage in person with elected officials.
- Helping to 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

- Bachelor's Degree preferably in Public Health, Health Policy and Management, Public Policy/Administration, Political Science or a related field preferred.
- Two to three years of state or federal legislative experience or government affairs experience. A graduate degree in public policy, public health, or related programs can be substituted for some years of experience.
- Understanding of health care issues, especially Medicaid and the California health care landscape preferred.
- Excellent written and verbal communication skills
- A sharp analytical mind that enjoys learning and dissecting complex and evolving issues and strategies;
- Exceptional organizational skills with the ability to juggle multiple priorities and use effective process management strategies;
- Consistent attention to detail, demonstrated through comprehensive analyses and high caliber, accurate work products;
- Excellent interpersonal skills and ability to participate effectively in teams and in a small, hardworking office environment

This position is classified as exempt. The starting salary range for this position is **$80,000-$90,000**. CAPH offers an extremely competitive benefits package.

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