



**LHPC**  
Local Health Plans *of California*

<b>Position:</b> Manager/Director of Government Affairs	<b>Date:</b> April 2022
<b>Reports to:</b> Chief Executive Officer	<b>Salary:</b> Dependent on Experience

Local Health Plans of California (“LHPC”) is an Equal Employment Opportunity Employer.

LHPC is a dynamic, engaged, and service-oriented trade association representing all 16 of California’s community-based, not-for-profit health plans that collectively cover 70% of the state’s Medi-Cal managed care beneficiaries. Under the direction of the CEO, LHPC’s Manager/Director of Government Affairs is responsible for identifying, monitoring, communicating and advancing LHPC member health plans’ policy priorities with regulatory agencies, boards, the Legislature and other stakeholders in the health care arena. To accomplish these goals, the Manager/Director is a technical expert on California health care programs (particularly Medi-Cal managed care), works in close collaboration with and supports LHPC’s lobbyist, and serves as the primary liaison to LHPC member health plans proactively collecting feedback, understanding priorities, and providing timely updates on a variety of issues impacting managed care plans.

The Manager/Director is an accountable self-starter, adept at working in a fast-paced environment with a commitment to uncompromisingly high-quality work and member service.

**Specific responsibilities include:**

- Proactively monitors, reviews, analyzes, and summarizes for LHPC and its members policy issues (agency guidance, regulations, legislation, publications, etc.) impacting member plans.
- Develops agendas for and leads standing calls with senior health plan officers.
- Leads development of background papers, comment letters, fact sheets, newsletter articles, and other documents supporting policy positions and strategies.
- Establishes and maintains effective working relationships with LHPC Governing Board, health plan staff, and partners.
- Attends and represents LHPC at agency meetings, legislative hearings and other convenings.
- Provides briefing materials and information for monthly LHPC Governing Board meetings. Attends LHPC Board meetings and presents to Board.
- Other duties as assigned by the CEO or the LHPC Board.

**Qualifications**

- Undergraduate degree required and graduate degree preferred.
- Five or more years’ experience in government, policy analysis, and/or legislative analysis.

- Working knowledge and understanding of managed care and health policy; Medi-Cal, Medi-Cal Managed Care, or other relevant health care experience strongly preferred.
- Strong orientation to mission of serving low-income residents through California's local, non-profit health plans.
- Very strong, polished oral and written communication skills, with the demonstrated ability to complete succinct summaries, give presentations to and field questions from an engaged audience.
- Very strong interpersonal skills, with the ability to establish and maintain effective working relationships with diverse individuals at all levels.
- Ability to effectively prioritize multiple tasks and meet agreed-on deadlines.