



The people of the Department of Managed Health Care work toward an affordable, accountable and robust managed care delivery system that promotes healthier Californians. Through leadership and partnership, the Department shares responsibility with everyone in managed care to ensure aggressive prevention and high quality health care, as well as cost-effective regulatory oversight.

Governor's Exempt Appointment

The California Department of Managed Health Care is currently recruiting for a Deputy Director, Legislative Affairs

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing Civil Service, and the special trust placed in public servants.

CLASSIFICATION:	Deputy Director, Legislative Affairs
JOB LOCATION:	Sacramento, CA
FINAL FILING DATE:	December 7, 2015
SALARY:	To Be Determined

APPLICANT CHARACTERISTICS

The California Department of Managed Health Care (DMHC) is in search of an energetic and innovative individual to lead the multi-faceted legislative program of the department that regulates most health plans, serving over 20 million enrollees, in the State of California. If you are skilled in providing expert legislative advice to top level administrators on a wide range of legislative matters from a broad policy perspective, and have experience consulting and working cooperatively with the Legislature, State, and Federal public agencies, the DMHC is very interested in having you join our leadership team!

POSITION DESCRIPTION

Under the administrative direction of the Director and Chief Deputy Director, the Deputy Director, Legislative Affairs is responsible to manage the Department of Managed Health Care's (Department) legislative program; develop and implement statewide health policy through the legislative process; advise the Director, Chief Deputy Director, and Executive Management Staff on legislation which may impact the department and related policy implications; make legislative recommendations to the Director and the Secretary of the Health and Human Services Agency (Agency); serve as the high level legislative liaison between the Department and the Governor's Office, the Legislature, the Agency, and other managed health care service stakeholders; and work cooperatively with other Executive Management Staff to promote and uphold the mission of the Department.

Specific tasks include, but are not limited to:

Plan, organize, and direct the Department's legislative program; serve as the principal legislative advisor to the Director, Chief Deputy Director, and other members of Executive Management Staff; write, propose, negotiate, promote and secure legislation that could impact Department programs and associated statewide managed health care services; influence, develop and implement policies with statewide impact through the legislative process; provide legislative recommendations, alternatives, and insight on highly sensitive bills that shape and influence health care service delivery to California

consumers; provide strategic planning and policy direction on emerging health care issues and industry trends to ensure optimum health care service delivery; explain and advocate the Department's statewide managed health care services policies; provide briefings and presentations to the Director, Chief Deputy Director, and members of the Executive Management Staff on sensitive legislative matters; supervise, direct, delegate workload, assess, train and monitor the assigned Legislative Affairs unit professional staff in the conduct of program activities.

Review and monitor all bills that may impact the Department and its operations; coordinate and review bill analyses from Department and Agency subject matter experts ensuring submittals conform with the Department's strategic goals, objectives, and policies; identify the fiscal and policy implications of bills; develop bill analyses for technical amendments or as needed on specific pieces of legislation; research and gather material for testimony at legislative hearings; ensure all legislative cycle timelines are met; prepare regular reports and status documents on bills impacting the Department; prepare Governor's signing or veto messages; review enacted legislation to determine Department responsibility under new or revised law; prepare legislative critiques and summaries for the Director and Agency; conduct training for program staff on enacted legislation.

Represent the Director before the Governor's Office, Legislature, Agency and other stakeholders on legislative matters; testify on behalf of the Director before the Legislature at committee hearings in support or opposition to bills; meet with bill authors, proponents, opponents, staff consultants, and members of the Legislature to present the Department's position and influence bill language; act as the Department liaison for legislative inquiries and communications between the Department and legislative affairs representatives from other departments, managed health plans, health services providers, and consumer groups; and represent the Department before other State, local, federal governmental agencies, and the public, in legislative matters related to the Department.

Support the Director in the development and resolution of major policy issues; perform the most complex technical legislative program research and writing assignments; work cooperatively with the Director, Chief Deputy Director, and the Executive Management Staff on Department goals; improve and prioritize Legislative Affairs unit processes; align legislative program outcomes with Department objectives; reduce inefficiencies, and minimize unnecessary regulatory burden and cost.

Attend health care industry conferences; assist in recruiting well qualified and experienced health care staff; mentor legislative program staff; program associated travel.

DESIRABLE QUALIFICATIONS

Applicants will be screened on the basis of background and demonstrated management ability, with weight given to the ability to meet the following desirable qualifications:

- Advanced communication skills and the ability to communicate effectively with all levels of the organization
- Knowledge of laws, legal codes, government regulations, executive orders, and agency rules
- Ability to conduct legal and legislative research and write concisely and persuasively under short deadlines
- Experience drafting legal documents, including regulations
- Experience in legislation and/or policy making
- Exceptional understanding of legislative protocol and the political sensitivity of associated issues
- Knowledge of health care service programs and trends
- Knowledge of the managed care health plan industry, and policy issues impacting managed care
- Consumer advocacy experience
- Ability to provide leadership and assistance in developing and implementing new policies and procedures
- Ability to organize and establish simultaneous workload priorities and work under pressure
- Ability to exercise a high degree of initiative, independence, and flexibility

- Ability to work cooperatively and effectively with others
- Ability to effectively participate as a member of a management team

COMPENSATION AND BENEFITS

Salary – is commensurate with education, experience and training.

Benefits – medical, dental, vision, life insurance and retirement program under the California Public Employees Retirement System (CalPERS).

Leave Allowance - Vacation and sick leave benefits provided and 11 holidays observed annually.

APPLICATION INFORMATION

1. Submit a [Standard State Application \(Form 678\)](#), resume, and Statement of Qualifications (SOQ) to the address indicated below.
2. An SOQ, no more than three pages in length, describes how the candidate's background, education and experience specifically relate to the ability to perform the duties of this position.
3. A screening committee will independently evaluate each applicant's experience, education, certification and training for the position against specific job-related criteria developed from the Desirable Qualifications. Therefore, it is critical that each applicant include specific information in the SOQ on how his/her experience, education, certification, and training meet the Desirable Qualifications.
4. Based upon the screening committee's evaluation of the competitive group, interviews may be conducted with only the most qualified candidates.

All interested applicants must submit the State Application, Resume, and Statement of Qualifications to:

**Department of Managed Health Care
Human Resources - Attention: Christine Zimmer
980 9th Street, Suite 500
Sacramento, CA 95814
(916) 403-4331**