**Duty Statement**

**Department of Managed Health Care**

|  |  |  |
| --- | --- | --- |
| **CLASSIFICATION:**  Exempt | **POSITION:**  409-251-9219-001 | |
| **WORKING TITLE:**  Deputy Director Legislative Affairs | **OFFICE:**  Director’s Office | **EFFECTIVE DATE:**  **DATE APPROVED:**  03/17/2020 |

**DEPARTMENT OBJECTIVE:**

The mission of the California Department of Managed Health Care (DMHC) is to protect consumers’ health care rights and ensure a stable health care delivery system. The DMHC accomplishes its mission by ensuring the health care system works for consumers. The Department protects the health care rights of more than 26 million Californians by regulating health care service plans, assisting consumers through a consumer Help Center, educating consumers on their rights and responsibilities and preserving the financial stability of the managed health care system.

**PROGRAM OBJECTIVE:**

The Office of the Director provides leadership and direction to DMHC employees. The Director’s Office houses the executive leadership team consisting of the Director, Chief Deputy Director, General Counsel and Deputy Directors for Communications and Planning, Legislative Affairs, and Health Policy and Stakeholder Relations. The Director’s Office supports and promotes managed care as an effective and efficient health care delivery model by fostering positive working relationships with key stakeholders including licensed health plans, provider groups and associations, consumer advocates, state and federal health care agencies, the Legislature, the California Health and Human Services Agency (CHHS) and the Office of the Governor.

**GENERAL DESCRIPTION:**

Under the administrative direction of the Director and Chief Deputy Director, the Legislative Affairs Deputy Director is responsible for managing DMHC’s legislative program; developing and implementing statewide health policy through the legislative process; advising the Director, Chief Deputy Director and Executive Management staff on legislation which may impact the Department and related policy implications; making legislative recommendations to the Director and the CHHS Secretary; serving as a high level legislative liaison between the DMHC and Governor's Office, Legislature, Agency and other stakeholders; and working cooperatively with other Executive Management staff to promote and uphold DMHC’s mission.

**TYPICAL DUTIES:**

Candidate must be able to perform the following duties with or without reasonable accommodation.

**Percentage Job Description**

**Essential (E)/Marginal (M)**

30% Plan, organize and direct the DMHC'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 DMHC 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 for the DMHC's programs and 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.

30% Review and monitor all bills that may impact the DMHC and its operations; coordinate and review bill analyses from DMHC and CHHS subject matter experts ensuring submittals conform with the DMHC'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 DMHC; prepare Governor's signing or veto messages; review enacted legislation to determine DMHC responsibility under new or revised law; prepare legislative critiques and summaries for the Director and CHHS; conduct training for program staff on enacted legislation.

25% 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 DMHC's position and influence bill language; act as the DMHC liaison for legislative inquiries and communications between the DMHC and legislative affairs representatives from other departments, health plans, health service providers and consumer groups; and represent the DMHC before other State, local, federal governmental agencies and the public in legislative matters related to the DMHC.

10% 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 DMHC goals; improve and prioritize Legislative Affairs unit processes; align legislative program outcomes with DMHC objectives; reduce inefficiencies and minimize unnecessary regulatory burden and cost.

**SECTION C: Non-Essential or Marginal Functions**

5% Attend health care industry conferences; assist in recruiting well qualified and experienced staff; mentor legislative program staff; and program associated travel.

**Supervision Exercised Over Others:**

Directly supervises one Staff Services Manager I Specialist, one Analyst and a retired annuitant.

**Knowledge, Abilities and Analytical/Supervisory Requirements:**

The employee must:

* Be familiar with DMHC’s mission, goals, organizational structure and major work programs.
* Have experience working on health care legislation and policy development.
* Demonstrate a positive attitude and commitment to conduct business with the public and Department clients in a professional manner.
* Provide quality customer service and be able to deal tactfully, professionally and confidentially with all internal and external customers and contacts.
* Have the ability to solve difficult personnel problems, research, understand, interpret and articulate applicable employment laws, rules and regulations.
* Have the knowledge and expertise about the operation and functions of the California Department of Human Resources and the State Personnel Board, and be knowledgeable about the California Government Code and the California Code of Regulations in the area of human resources.
* Have the knowledge and expertise with the principles and practices in public and business administration, including personnel management, classification and pay issues, labor relations, employee supervision, development and training, DMHC policies and procedures, safety, health and equal employment opportunity objectives.

**Consequence of Error/Responsibility for Decisions:**

The employee may have access to very sensitive and confidential information. Careless, accidental or intentional disclosure of information to unauthorized persons can have far-reaching effects, which may result in civil or criminal action against those involved.

The employee is responsible for complying with the Information Practices Act by protecting Departmental employees’ confidential information, including but not limited to social security numbers, medical or employment history, education, financial transactions or similar information. Failure to protect Department employees’ confidential information may damage DMHC’s reputation as a confidential organization, may result in employee grievances or lawsuits and pursuant to California Civil Code section 1798.55 could result in disciplinary action, including termination of employment.

**Physical, Mental and Emotional Requirements:**

Employees must have the ability to:

* Sit for long periods of time using a keyboard and video display terminal or travel in a vehicle to other locations;
* Organize and prioritize their work under short deadline situations and adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles;
* Maintain sustained mental activity needed for analysis, reasoning and problem solving;
* Develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully and professionally;
* Work independently;
* Create/proactively support a work environment that encourages creative thinking and innovation; and
* Understand the importance of good customer service and be willing to develop productive partnerships with managers, supervisors, other employees and as required, control agencies and other departments.

**Work Environment:**

The employee will work in a climate-controlled office under artificial lighting. There will be occasional fluctuations in temperature. The employee will work in an office and periodically attend meetings and/or training outside of his/her assigned office. The employee will work in and/or visit offices located in a high-rise building accessed through elevators.

Reasonable accommodations will be provided for incumbents who require such accommodation to perform the essential functions of the job in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

**Position Requirements:**

This position requires the incumbent maintain consistent and regular attendance; communicate effectively both orally and in writing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave and conduct.

**Additional Requirements:**

This position is required under the DMHC’s Conflict of Interest Code to complete and file a Form 700 within 30 days of appointment and annually thereafter.

**Signatures:**

**The statements contained in this duty statement reflect details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload**.

**Employee:** I have read and understand the duties listed above and can perform them with/without Reasonable Accommodation (RA). *(If you believe you may require an RA, please discuss this with the hiring supervisor. If you are unsure whether you require an RA, inform the hiring supervisor, who will discuss your questions and/or concerns with the RA Coordinator.)*

**Supervisor:** I have discussed the duties with and provided a copy of this duty statement to the employee named above.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| EMPLOYEE NAME (PRINT) | | SUPERVISOR NAME (PRINT) | |
| Employee’s Signature | Date | Supervisor’s Signature | Date |