

Classification: Analyst III

Position Title: External Affairs Specialist

Position Number: 801-150-5402-XXX

Division/Branch: External Affairs & Community Engagement

Location: Sacramento County

Job Description Summary

Under general direction of the Supervisor II, the Analyst III, External Affairs (EA) Specialist, is a primary resource on the state and federal legislative and regulatory processes within Covered California. The EA Specialist assesses key policy, program, or implementation issues that relate to Covered California and makes recommendations to the Supervisor II, Deputy Director, and the Director of External Affairs & Community Engagement (EACE) for future policy action. Duties may include access to information systems containing protected enrollee information, including federal tax information, protected health information, and personally identifying information (PII).

Job Description

30% (E)

Monitors and tracks legislation that may affect Covered California. Develops and oversees legislative tracking measures, creation of reports, and workflow processes. Accurately assesses the priority level of each bill assigned. Works with subject matter experts to draft a thorough and objective analysis that clearly lays out the possible effects of each assigned bill in order to educate and inform policymakers, peers, directors, and executive staff within the Covered California. Tracks and responds to questions from elected officials and their staff and stakeholders regarding Covered California, specific bills and health care policy. Monitors the California budget process. Develops technical assistance for legislation and inquiries from legislative and administration staff. Monitors enacted legislation and ensures Covered California compliance. Keeps other policy areas informed on the development of new legislation that affects Covered California.

30% (E)

Develops and maintains positive working relationships with external and internal stakeholders who have concerns and recommendations related to Covered California policies, legislation, and regulatory action. Responds professionally and timely to all stakeholder inquiries. Creates, edits, and reviews outreach materials for the stakeholder audience.

15% (E)

Assists the Tribal Liaison in coordinating meetings and outreach around the Covered California's Tribal Consultation and Tribal Advisory Workgroup. Coordinates and assists with tribal inquiries and

action items following meetings with tribes. Represents EA in visible, sensitive settings. Provides presentations to external parties including stakeholder groups and legislative and administration staff. Develops recommendations and proposed plans geared towards addressing process improvement and problem-solving strategies.

10% (E)

Provides analysis, recommendations, and evaluation of critical and sensitive health care policy issues. Tracks and coordinates Covered California participation in health care policy conferences and public events. Prepares policy memos, presentations and support for executive staff at conferences, speaking engagements and events. Provides consultative and technical assistance to executive staff on ad hoc projects. Travels for stakeholder meetings, trainings, and other events.

10% (E)

Assists the Supervisor II, Deputy Director, and Director of EACE with budget planning, team building, leading meetings, and leading internal workgroups. Represents EA in the absence of the Supervisor II and EACE leadership.

5% (M)

Performs special projects related to the mission of EACE and Covered California.

Scope and Impact

a. *Responsibility for Decisions and Consequences of Error:* Independently performs work and special projects in highly visible, external public policy settings. Consequences of error include communication failures with key stakeholders, elected officials, and collaborating departments; incorrect analyses of pending legislation; negative impacts on the public image of Covered California; and ultimately loss of funding.

b. *Administrative Responsibility:* This position does not have administrative responsibility.

c. *Supervision Exercised:* This position does exercise supervision, however, acts as lead.

d. *Frequent Internal Personal Contacts:* All staff within the EACE Division, and other division management within Covered California.

e. *Frequent External Personal Contacts:* State, Federal, and local elected officials and staff, stakeholders, tribal stakeholders, and other departments.

Physical and Environmental Demands***Work Environment***

Work in a climate-controlled office under artificial lighting; exposure to computer screens and other basic office equipment; office space is open and thus noisy; work in a high-pressure fast-paced environment, under time critical deadlines; work long hours; must be flexible to work days/nights, weekends and select holidays as needed; during peak periods, may be required to work overtime; appropriate dress for the office environment.

Essential Physical Characteristics

The physical characteristics described here represent those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may

be made to enable an individual with a qualified disability to perform the essential functions of the job, on a case-by-case basis. Ability to attend work as scheduled and on a regular basis and be available to work outside the normal workday when required. Continuous: Upward and downward flexion of the neck. Frequent: sitting for long periods of time (up to 70%); repetitive use of hands, forearms, and fingers to operate computers, mouse, and dual computer monitors, printers, and copiers (up to 70%); long periods of time at desk using a keyboard, manual dexterity and sustained periods of mental activity are need; frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files, and binders. Note: Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Working Conditions and Requirements

- a. *Schedule:* Core business hours are Monday through Friday, 8:00 am - 5:00 pm
- b. *Travel:* Travels locally for stakeholder meetings, trainings, and other events up to 10% of the time.
- c. *Other:*