



GOVERNMENT RELATIONS SPECIALIST

Position Status: Exempt
Reports To: Government Relations Director
Effective Date: 11/19/18
Revised Date: 01/01/23
Job Level: P2

POSITION SUMMARY

Under limited supervision, this position:

1. Supports identification, research, evaluation, monitoring, and analysis of legislative, policy and budget proposals impacting the Alliance
2. Acts as a government relations resource, participates in state and national trade association activities, and responds to internal and external inquiries
3. Provides assistance and support to the Clerk of the Board to the Alliance Board of Commissioners and acts as the Clerk of the Board in the absence of the Clerk
4. Supports government relations administrative functions
5. Performs other duties as assigned

RESPONSIBILITIES

1. Supports identification, research, evaluation, monitoring, and analysis of legislative, policy and budget proposals impacting the Alliance, with duties including but not limited to:
 - Assisting with reviewing proposed legislation, policy and budget proposals, and other state initiatives, including summarizing and disseminating related information to other departments
 - Reviewing enacted state legislation on an annual basis to identify potential impacts on Alliance operations
 - Summarizing proposed new legislative, regulatory and contractual requirements and the anticipated impacts on Alliance operations
2. Acts as a government relations resource, participates in state and national trade association activities, and responds to internal and external inquiries, with duties including but not limited to:
 - Acting as a resource to Alliance staff regarding government relations related policies and issues, such as statutory, regulatory and contractual requirements
 - Receiving, intaking, researching and responding to external and internal inquiries related to government relations activities
 - Working with and responding to regulators, legislators, and their staff and supporting the Government Relations Director in working with these entities
 - Attending meetings of trade associations, such as Local Health Plans of California, California Association of Health Plans, and Association of Community Affiliated Plans, taking notes, summarizing discussions, and ensuring issues are communicated to relevant Alliance staff
 - Coordinating government relations work related to regulatory audits, as assigned
3. Provides assistance and support to the Clerk of the Board to the Alliance Board of Commissioners and acts as the Clerk of the Board in the absence of the Clerk of the Board, with duties including but not limited to:

- Producing, coordinating and distributing Alliance Board of Commissioners meeting agenda packets
 - Taking, transcribing and ensuring completion of Commission meeting minutes, and maintaining all Board of Commissioners records
 - Preparing and recording Commission resolutions
 - Preparing Board reports, collecting and reviewing agenda reports from other Alliance departments, checking and modifying formatting, and compiling the agenda packet for leadership review
 - Providing guidance regarding meeting procedures, protocols and legal requirements to the Board of Commissioners and Alliance staff
 - Serving as the Board of Commissioners' liaison to outside agency staff
 - Responding to public inquiries of a complex and technical nature and routing inquiries to appropriate Alliance staff
 - Overseeing the proper administration of Board committees by training and ensuring assigned staff properly adhere to committee member notification and take, transcribe and ensure submission of accurate and timely Board Committee meeting minutes
 - Coordinating the posting and updating of meeting materials on the Alliance website
 - Ensuring that Board-related meeting postings meet legal requirements for public noticing and the Brown Act
 - Serving as the official custodian of Board-related records and responding to public records requests
 - Modifying, maintaining and implementing a records retention schedule for Board-related records in compliance with applicable policies and regulations
 - Coordinating meeting logistics, including setting up and arranging meeting facilities and catering
 - Ensuring presentation materials and equipment are working properly and ready for use during meetings · Assisting with regulatory analysis, compliance and communications, such as new Commissioner document collection and electronic filing of regulatory reports
4. Supports government relations administrative functions, with duties including but not limited to:
- Supporting the coordination of the Conflict of Interest biennial review and the annual execution and maintenance of all Statements of Economic Interest (Form 700's)
 - Assisting with the tracking of Government Relations Department statutory, regulatory and contractual requirements
 - Assisting with the periodic review of Government Relations policies and procedures
 - Providing guidance and training to technical and support staff, as assigned
 - Assisting with the development of training sessions and the facilitation of training related to government relations policies and procedures
5. Performs other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree in Business or Public Administration, Public Policy, Health Care Planning or a related field and a minimum of three years of administrative, technical or paraprofessional experience in a government, non-profit, legal or healthcare environment which included a minimum of one year of government relations or compliance experience (a Master's degree

may substitute for two years of the required experience); or an equivalent combination of education and experience may be qualifying

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of research, analysis, and reporting methods
- Working knowledge of general administrative procedures and standard business office practices
- Working knowledge of proper grammar, spelling, punctuation, and business correspondence format
- Working knowledge of the principles and practices of customer service
- Working knowledge of and proficiency with Windows based PC systems and Microsoft Word, Outlook, PowerPoint and Excel
- Some knowledge of the basic principles and practices of project management. Some knowledge of State and Federal legislative processes
- Ability to quickly understand Alliance functions, policies, procedures and guidelines, and Alliance roles and responsibilities related to oversight agencies
- Ability to identify and research relevant legal materials and analyze and interpret legal and contractual language
- Ability to demonstrate strong analytical and research skills, identify and troubleshoot issues, identify alternative solutions, and make recommendations for action
- Ability to apply critical thought and an understanding of the impact of recommendations and decisions on Alliance operations
- Ability to effectively, clearly, and independently document, summarize, and resolve complex issues
- Ability to manage a high volume of government relations tasks
- Ability to produce organized, accurate, and detail-oriented work in a fast-paced environment and under the pressure of deadlines
- Ability to research, develop, and draft policies and procedures
- Ability to create forms and letters and compile data, information and reports
- Ability to identify operational inefficiencies and opportunities for improvement
- Ability to demonstrate flexibility, anticipate needs, be proactive, and demonstrate resourcefulness
- Ability to assess risk and offer recommendations for mitigation
- Ability to quickly learn the functions of the Clerk of the Board and perform associated duties in the Clerk's absence
- Ability to listen effectively in order to take accurate meeting minutes
- Ability to produce and maintain accurate records and documentation
- Ability to communicate clearly and effectively with internal and external stakeholders and individuals at all levels of the organization
- Ability to build productive internal and external working relationships, exchange information, discuss solutions, and provide advice and guidance on issues of moderate complexity
- Ability to utilize conflict resolution and problem-solving techniques
- Ability to foster effective working relationships and interact diplomatically with individuals at all levels in the organization
- Ability to provide guidance and training to technical and support staff, as assigned

- Ability to assist with the development of training sessions and the presentation of training related to government relations policies and procedures
- Ability to apply sound judgment in administering and maintaining the security of confidential materials and information
- Ability to work independently with minimal supervision and as a member of a team
- Willingness to work outside of regular work hours, such as when staffing Board of Commissioners meetings

DESIRABLE QUALIFICATIONS

- Experience working in the healthcare industry
- Working knowledge of the principles and practices of government relations
- Working knowledge of health care regulatory processes
- Working knowledge of the principles of health care planning and administration
- Some knowledge of the provisions of the Brown Act

WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to bend, lift and carry objects of varying size weighing up to 10 pounds
- Ability to travel to different locations in the course of work

This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.