



The Position: Health Policy Analyst
Reports to: Executive Director
Location: Sacramento, CA

The Position

Insure the Uninsured Project (ITUP) is looking for a Health Policy Analyst to join our growing Sacramento-based team. The ideal candidate will be positive, highly motivated, and demonstrate excellent research and communications skills. The Health Policy Analyst will be a key contributor to ITUP policy research, analysis and communication activities and work closely with the Executive Director and Director of Health Policy Research. Familiarity with the California legislative process, health care and health policy in California is desirable. This position requires some travel within California.

The ITUP Health Policy Analyst will wear multiple hats and collaborate with all ITUP team members. The organization and budget are such that we do not have specialized staff, making this position responsible for a variety of team support activities in addition to policy analysis and research.

About ITUP

Insure the Uninsured Project (ITUP) is a nonprofit, 501(c)(3) organization, founded in 1996, and currently located in Sacramento, California. ITUP's mission is to promote innovative and workable policy solutions that expand health care access and improve the health of Californians. ITUP conducts policy-focused research and broad-based stakeholder convenings on health topics, acting as an honest broker among diverse health care leaders in the state. To assist with implementation of health reform in California, ITUP hosts an annual statewide conference in Sacramento and facilitates regional and statewide workgroups on topics affecting health and health care in the state. The work of ITUP is more important than ever as the shifting federal health reform landscape poses new and potentially daunting challenges to California's progress reducing the uninsured and improving the health delivery system.

ITUP is located in downtown Sacramento close to the State Capitol and the epicenter of California health care policy, with a staff size of 7-9 depending on the number of student interns at any point in time. ITUP is led by a distinguished nine-member Board of Directors and has an annual operating budget of approximately \$1 million. ITUP is primarily funded by grants from foundations and nonprofit organizations including the following core funders: The California Wellness Foundation, The California Endowment, Blue Shield of California Foundation, California Community Foundation, L.A. Care Health Plan, the California Health Care Foundation, and Kaiser Permanente.

Responsibilities

- Monitor and analyze federal, state, and local policies, legislation and research affecting health care coverage, access and delivery systems in California
- Serve as a key researcher and writer for the ITUP team, including the development of background research, issue briefs, reports, blogs, newsletter articles, and fact sheets consistent with ITUP's mission, policy priorities and funder expectations



- Develop and manage new research projects from design through analysis to presentation and communication of findings
- Work with quantitative data from large scale datasets, as well as with qualitative data from state and federal researchers, experts and stakeholders
- Support the Executive Director in public presentations and legislative testimony by conducting background research and developing electronic presentations and collateral materials
- Analyze and respond to emerging legislative and regulatory proposals, inquiries from policymakers, media and stakeholders, and other rapid-response activities, to uphold ITUP's reputation and contribution as an independent, expert resource

Qualifications and Experience

- Education: Bachelor's Degree at a minimum. Master's in Public Health, Public Policy or equivalent desirable
- Minimum of 1-3 years of professional experience working as an analyst on legislative or regulatory policy. California-specific policy experience desirable
- Knowledge of health care and health policy a plus
- Excellent research, analytical, oral and written communication skills, including the ability to translate complex issues and policy into user-friendly written communications
- Proficient in MS Office, including Excel and Access
- Detail oriented with excellent time-management and organizational skills
- Ability to work in a fast-paced and dynamic environment and meet deadlines in a timely manner

Competencies and Attributes

- Punctual, dependable, and responsible
- Sound judgment and decision-making ability; Confidentiality
- Professional curiosity and willingness to learn new issues, skills and approaches
- Capacity to work independently as well as a collaborative team spirit
- A passion for the ITUP mission
- Flexibility and adaptability
- Sense of humor

Compensation

The salary range for this position is \$55,000-\$65,000 commensurate with experience. ITUP offers a competitive package of employee benefits, including parking reimbursement, health, dental and vision care for employees and dependents, and a retirement contribution matching plan. Send resume and brief cover letter to jobs@itup.org

ITUP is an equal opportunity employer

10/11/17