

## **Insure the Uninsured Project Senior Policy Analyst Job Description March 2023**

### **Federal Labor Standards Act Status**

Hourly, Non-Exempt

### **Reports To**

Director of Policy

### **Position Description**

The Senior Policy Analyst contributes to Insure the Uninsured Project (ITUP) policy research, analysis, and convening activities. They report to the Director of Policy, and work with them to execute strategy for accomplishing ITUP's short- and long-term policy and research goals. The Senior Policy Analyst will serve as health policy subject matter experts for timely ITUP policy priority areas, and among other activities, will support the policy team in policy analysis, research, and writing, stakeholder engagement, and in developing and executing policy agendas for ITUP events, including ITUP's annual conference, policy forums, and regional working groups. The Senior Policy Analyst coordinates with staff and external audiences to advance and improve ITUP publications and programs.

### **Job Tasks and Responsibilities**

- Work collaboratively with the Director of Policy to execute strategy for accomplishing ITUP's short- and long-term policy and research goals
- Track and analyze federal, state, and local policies around emerging health and health-related topics
- Work collaboratively with the Director of Policy to conduct policy research including meeting facilitation with stakeholders, design, analyzing data, and writing reports and publications
- Develop and write research briefs, reports, fact sheets, and annual conference, policy forum, and workgroup agendas aligned with ITUP's mission and policy priorities
- Support the Director of Health Policy Research to maintain relationships with external partners and research organizations focused on health research and policy analysis

### **Education and Experience**

- **Required**
  - Masters degree in Public Health, Public Policy, Public Administration, or equivalent
  - 2-3 years of experience in health policy or other relevant health research
  - Ability to independently manage projects
  - Excellent research, analytical, oral, and written communication skills, including the ability to translate complex issues and policy into user-friendly, jargon-free written communications
  - Detail-oriented with excellent time-management, organizational, and self-editing skills

**ITUP is generously funded by the following core funders:**

The California Endowment | California Health Care Foundation | The California Wellness Foundation

- Ability to work in a fast-paced and dynamic environment and meet deadlines in a timely manner
- Proficient in Microsoft Office programs
- **Additional Skills Preferred**
  - Health Policy or social determinants of health-specific research experience
  - Understanding of the Medi-Cal program and CalAIM
  - Legislative bill and/or regulatory analysis experience

### **Key Attributes for Success**

- Self-starter with the capacity to work both independently and as part of a team
- Detail-oriented with an eye for accuracy and consistency
- Exceptional time management and organizational skills with the ability to shift gears quickly
- Efficient in managing multiple tasks and deadlines
- Able to take direction and execute based on that direction
- Adaptable and willing to learn new skills, styles, methods, and content
- Experience or interest working with nonprofit organizations
- A passion for the mission of ITUP

### **Salary and Benefits**

- \$29.81-\$36.62 per hour (equivalent \$62,000-72,000 annually - dependent on experience)
- Employer-sponsored health, dental, vision insurance
- 403(b) retirement account, with employer match
- 10 paid holidays, plus December Holiday Break
- Earn up to 15 days of vacation throughout the year for first 2 years of employment
- 8 Days of Paid Sick Leave
- \$200 remote work stipend, upon employment; \$100 remote work stipend annually thereafter
- ITUP laptop provided for remote and in-office work

### **Additional Information**

- Ability to sit at a desk and work at a computer station for extended periods of time each workday
- Ability to lift up to 25 pounds on a periodic basis
- Occasional travel – less than 25 percent
- Location: California (ITUP Headquarters in Sacramento); position is fully remote but must be a CA resident

ITUP is excited to grow our team and is committed to fostering and preserving a culture of inclusion, diversity, and equality. We believe that, collectively, we achieve more when everyone is celebrated and empowered. We welcome all applicants without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local

law.