

JOB DESCRIPTION

Date:	01/28/2014
Title:	State Affairs Specialist
Division:	Government Affairs
Reports to:	Director, Government Affairs
Type:	Regular
Hours:	40
Salary Grade:	6
FLSA Category:	Exempt

OBJECTIVE: Under the general direction of the Director, Government Affairs, the State Affairs Specialist will oversee HIV and healthcare policy (with an emphasis on healthcare for the LGBT community), legislation, budget and political strategy at the state level; assist in APLA's expansion through APLA Health & Wellness to FQHC healthcare provider; coordinate with APLA's Sacramento lobbyist to advance health and HIV-related policy and appropriations; educate and advocate with elected officials and administrators on HIV and healthcare policy at the state level; research and write HIV and health related policy reports, white papers, etc.; and participate in community collaborations on a broad range of HIV and health related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Advocate with elected officials and key administrators on behalf of APLA and APLA Health & Wellness to craft, shape and direct HIV and LGBT healthcare policy.

Work in coordination with APLA's Sacramento lobbyist to develop and advance HIV and LGBT healthcare legislative, funding and policy initiatives at the state level.

Maintain relations with state offices overseeing healthcare policy including the California Office of AIDS, Department of Public Health, Department of Healthcare Services, Departments of Insurance and Managed Care, Medi-Cal, etc.

Establish expertise in healthcare coverage, including coverage available through the Affordable Care Act and Covered California, California's expanded Medi-Cal program and Cal MediConnect for the dually eligible.

Analyze and advocate on policy, legislation, regulation and the maintenance of federally qualified health centers.

Lead on policy research, analysis, and development to expand access to high-quality, coordinated HIV prevention and care services and LGBT healthcare services in Medicaid, Medicare, private insurance, managed care settings, and other delivery systems.

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Participate in local and state coalitions and membership organizations that contribute to HIV and LGBT healthcare policies, regulations and initiatives.

Represent APLA, APLA Health & Wellness, the HIV affected, LGBT and other at risk populations at various civic, community, new media, and political functions.

Schedule and conduct legislative hearings, AIDS advocacy days, AIDS Watch and other constituent events at the federal, state and local levels.

Develop and write reports, articles, news releases, etc. on LGBT health and HIV public policy issues for the general public, elected officials, other community organizations, APLA and APLA Health & Wellness staff and board members.

Work with the webmaster to ensure that the agency's website/social media offer the most current information on public policy positions, legislation, funding and other policy related APLA and APLA Health & Wellness activities.

Organize and coordinate special events to bring together and mobilize community AIDS organizations, people with HIV and the LGBT community.

Write and speak on legislative and fiscal policy and other HIV and LGBT health related issues in testimony before policy setting organizations and the media.

Supervise public policy interns and volunteers.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Bachelor's degree in Social Sciences, Public Policy, Administration, Communications, Business or other related field; or a minimum of 5 years experience working in government or government affairs, in community based public health advocacy or community organizing; and/or experience with public or healthcare policy, regulation, legislation, budgets, and systems.

Knowledge of:

The legislative and political process; HIV/AIDS program administration, especially health, housing, prevention or advocacy programs; LGBT health programs particularly those supporting low income



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individuals; constituency building; government relations; health systems; HIV/AIDS-related issues; and HIV/AIDS and LGBT community-based organizations in California.

Ability to:

Communicate effectively, with well-developed writing skills; navigate on-line communications; analyze and digest legislation, regulations, program language; understand allocations and appropriations processes and other legislative initiatives to determine their impact on APLA and its clients; conceptualize, develop, and implement strategies to further the goals of APLA with state government; manage complex public policy issues and conversations involving a broad range of organizations and interests; identify sources of government funding; build and participate in coalitions; work effectively with diverse communities; train and supervise volunteers.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily a sedentary office position, which requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. Some travel required.

SPECIAL REQUIREMENTS:

Must possess a valid California Driver's License, Auto Insurance and have the use of a personal vehicle for work-related activities.

For consideration, send resume to jobs@apla.org

Equal Opportunity Employer