



## **Policy Analyst Job Posting Salary \$65,000 to \$90,000**

**Summary /Overview:** The Policy Analyst is responsible for maintaining current knowledge of federal regulations and interpreting for policy development, compliance and communication. This role supports the goal of controlling rising health care costs and improving patient care by supporting the establishment of the statutory, regulatory, and monitoring/oversight infrastructure to implement health care reform in Connecticut.

**Our Vision:** The AHCT supports health reform efforts at the state and national level that provide CT residents with better health, and an enhanced and more coordinated health care experience at a reasonable, predictable cost.

**Our Mission:** To increase the number of insured residents, improve health care quality, lower costs and reduce health disparities through an innovative, competitive marketplace that empowers consumers to choose the health plan and providers that give them the best value.

### **Essential Duties and Responsibilities**

- Establish and maintain expertise on the Affordable Care Act and all federal regulations and guidance related to the Exchange
- Provide policy support to all departments in the Exchange
- Monitor and raise to General Counsel emerging trends in the market, both locally and nationally, with regard to health reform and health insurance that support the Exchange vision and mission
- Identify specific policy research needs and prepare drafts for review of analytical pieces including hearing testimony, comment letters, one-pagers, white papers, policy updates, surveys, fact sheets, etc.
- Work with the Center for Consumer Information and Insurance Oversight to ensure compliance of Exchange operations with federal regulations and effectively communicate Connecticut's position on proposed rules
- Work with other State agencies, outside foundations and researchers, and with the Exchange Board to help prioritize and support external studies of Connecticut healthcare reform and the Exchanges' programs in particular

**Competencies:** to perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality.
- Oral Communication - Listens and gets clarification; Responds well to questions.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.
- Professionalism - Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction; Commits to additional work hours when necessary to reach goals.
- Initiative - Takes independent actions and calculated risks; Asks for and offers help when needed.

**Qualifications:** the requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's/JD preferred
- 2+ years' experience in public policy advisement/health policy research
- Strong expertise in research, analysis, evaluation, and policy development
- Must have thorough understanding of the Affordable Care Act and existing Medicaid laws
- Must have working knowledge of the health care industry, policy, financing and health insurance trends and issues, with a particular focus/knowledge of the Connecticut marketplace
- Ability to effectively present information and respond to questions from stakeholders, agencies and professional organizations.
- Ability to translate and synthesize complicated issue in lay terms
- Proficiency with Microsoft Office, including Word, Excel, PowerPoint
- Excellent communication, interpersonal, and organizational skills

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

**Work Environment:** the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress at times. Presentations to the Board of Directors are required. Minimal travel.

*Access Health CT is an EEO and Affirmative Action Employer*

Please send your resume with a cover letter to: **HRinbox.CTHIX@ct.gov**