JOB ANNOUNCEMENT

POSITION TITLE Policy Coordinator

DEPARTMENT Health Care Access

HOURS Time-Limited Full-time
40 hours per week
This position is a 12 to 18 month assignment, with possible extension.

STARTING SALARY $67,145 to $68,600 per year DOQ

SALARY GRADE Grade 11, Exempt

TO APPLY Send resume and cover letter to one of the following:
Search Coordinator
Health District of Northern Larimer County
120 Bristlecone Drive
Fort Collins, CO 80524

Fax: 970-221-7165 (Attn.: Search Coordinator)

Email: searchcoordinator@healthdistrict.org

To receive full consideration, materials should be received by Monday, December 20, 2021. Position will remain open and applications accepted until filled.

COVID-19 vaccination is mandatory for all covered employees. A new hire must be vaccinated, or at least have obtained the first dose prior to the start date.

REQUIRED QUALIFICATIONS

Education
• Master’s degree in public health, public policy, political science, economics or other related health or human services field, or equivalent experience in lieu of Master’s degree.

Experience
• A minimum of three years of experience and excellent skills, as a professional in the public health, public policy or health and human services field
Knowledge, Skills and Abilities

- Intermediate computer skills, including Windows operating system, email, word processing, spreadsheet applications, and PowerPoint presentations.
- Demonstrated highly developed written and oral communication skills including the ability to effectively organize large amounts of information, quickly complete succinct, cogent and easy to understand summaries of potentially complex issues and the ability to speak clearly, persuasively, and rationally about these issues.
- Excellent policy research skills, strong analytical skills and the ability to handle and utilize quantitative data to deliver balanced, honest policy analysis.
- Experience and demonstrated knowledge and skills in policy/issue analysis.
- Good understanding of major health care policy and programs at state and federal levels including Medicaid, Medicare, CHIP, insurance, eligibility, and payment.
- Experience and demonstrated success in project planning, project coordination, and achievement of project goals and objectives.
- Clear understanding of how policy is made and influenced and the operation of local, state, and federal governments (including legislative process and state government organization) and a high level of interest in being involved in these processes.
- Demonstrated ability to think and work quickly, be flexible, handle multifaceted tasks and changing priorities with ease, manage time efficiently, and complete high quality work products on a quick deadline.
- Ability to balance multiple projects simultaneously and deliver timely results.
- Exceptional interpersonal skills and an ability to build relationships at all levels from front-line staff to senior executives, elected leaders, and government officials.
- Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and recognizes the value of diverse perspectives and experiences.
- Demonstrated ability to work both independently and cooperatively as a positive, productive, strong team player.

Preferred Qualifications

- Specific health policy experience, knowledge and skills.
- Demonstrated success in influencing policy.
- Knowledge of special district operation.
- Advanced knowledge of health care policy and programs at state and federal levels including Medicaid, Medicare, insurance, eligibility, payment, quality, and healthcare delivery systems.
- Extensive knowledge of behavioral health, oral health, and preventive health care issues.
- Demonstrated interest and experience in macro level (community and policy) interventions.
- Demonstrated creativity and creative problem solving skills.

Physical Demands and Working Conditions

- 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.
  - Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
  - Must be able to sit or stand for prolonged periods.
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- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier and other office equipment.
- Must have ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.

Infection Control Requirements
- COVID-19 vaccination is mandatory for all covered employees.

Other Requirements
- Requires Reliable Vehicle; Valid Driver’s License and Auto Insurance
- Requires flexibility in scheduling, including occasional night meetings, potential weekend events, and regular travel to Denver.
REPORTS TO Assistant Director of the Health District

POSITION OVERVIEW
The Health District acknowledges that achieving changes in public policy is a key element in improving the health status of our community. The Policy Coordinator, under the direction of the Assistant Director and the Executive Director, coordinates, and manages the public policy work of the organization. This work includes, but is not limited to, monitoring legislation, researching and preparing non-partisan analyses for Board consideration, attending hearings, providing testimony, communicating with policy leaders, and evaluating the impact of the Health District’s policy work.

ESSENTIAL FUNCTIONS AND DUTIES
- The Policy Coordinator will be required to register as a lobbyist in the State of Colorado, fully understand and assure compliance with any federal or state laws and regulations regarding policy work, and perform all necessary tracking and reporting requirements.
- Organizes and staffs the internal Policy Strategy team.
- Identifies priority issues and works with the Policy Strategy team to prioritize local, state and federal policy and/or regulation issues likely to impact the health of our community and/or Health District operations. Tracks and reports the progress of key issues.
- Researches and prepares primers, background papers and analyses on identified priority issues for the Executive Director and Board consideration.
- Attends Health District Board meetings and provides education, updates and other information to assist the Board in taking positions and making decisions on Health District policy related activities.
- Cultivates and maintains good working relationships with key legislators and other public officials including appropriate local and state agencies, legislative leadership, relevant committee chairs, and other lobbyists through personal visits, correspondence, phone and email, etc.
- Networks with advocacy and other health related organizations to keep abreast of the variety of different perspectives on policy issues, and of analyses already completed. Coordinates lobbying strategy with other advocacy organizations or state departments as appropriate.
- Communicates the Board’s position to the appropriate audience or audiences, which may include legislators, policy makers, advocacy organizations, the general public, etc. (i.e., prepares letters or emails, conducts personal visits, provides testimony, etc.).
- May prepare and provide informational presentations to lawmakers, policy makers, or other individuals or groups on Health District policies, policy positions, and topics relevant to the legislative session, as requested.
- Conducts research projects on topics as assigned. These projects require a survey of current scientific research, an evaluation of the quality of the research, a synthesis of the available evidence, and development of policy recommendations.
- Provides information, research, guidance, and assistance with policy issues for other special initiatives convened by the Health District (i.e., Mental Health and Substance Abuse Partnership).
- Will provide and oversee work assignments of the Policy Specialist and/or student intern(s) including providing guidance, reviewing, and editing of work products.
- Maintains the Health District’s Policy Tracking and Advocacy policy manual, and advises Health District staff and Board members to ensure compliance with internal policies, IRS and state laws governing political and lobbying activities by the Health District.
- Works with the Communications Director (and as directed by the Board) to: prepare presentations to local press such as newspaper editorial board; draft press information pieces and letters to the editor.
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on priority issues; and update and manage policy-related website (including communicating Board positions taken).

- Works effectively as a positive, productive team member, participating in group meetings, retreats, and special events.
- Tracks time spent by staff and the Board on legislative activities and submits necessary reports.
- Evaluates the impact of policy activities and ensures that any new enacted state legislation that may have an impact on internal programs, staff or special district operations are communicated to the Management Team and that knowledge transfer and compliance occurs.
- Performs other duties as assigned by the Assistant Director or Executive Director.

Limitations: Based on the foregoing duties, the Policy Coordinator is a policy analysis, policymaking, and policy influencing position. The Health District is a nonpartisan public organization with the mission to enhance the health of the community. In order to maintain the Health District's nonpartisan status and to avoid conflicts of interest, the Policy Coordinator may not hold any public office while in this position. In addition, because the Policy Coordinator's work requires allegiance to the Health District's adopted policies, the Policy Coordinator may not be a candidate for any public office.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

General Benefits Description - The Health District provides paid time off, medical and dental insurance, life and disability insurance, 401(a) employer match, and a robust employee wellness and recognition program. Vision insurance and an additional pre-tax retirement plan is offered. A complete list of benefits can be found on the Health District website.

Equal Opportunity Employer - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state or local laws.