AHIP
Position Description

Position: Director, Federal Programs
Department: Federal Programs (MA/Part D Federal Regulatory Affairs)
Employee in Position: OPEN POSITION
Reports to: Senior Vice President, Federal Programs
Scope: Full Time; Exempt; Permanent
Date: September, 2014

☐ Yes  ☑️ No This position is subject to a pre-employment criminal background and/or financial history background check.

Position Summary:

At the direction of the Senior Vice President, Federal Programs, the Director, Federal Programs participates in AHIP's government relations effort and contributes to strategy development for federal regulatory activities. Responsibilities include closely following and evaluating federal agency regulations, guidance, and action, assisting with advocacy on federal programs issues, and member support. Principal areas of focus may include, but not be limited to, the Medicare Part D program and issues related to dual-eligible beneficiaries.

Specific Responsibilities:

- Participates in and assists in developing strategy for AHIP's government relations efforts relating to the federal regulatory agencies, including the U.S. Department of Health and Human Services (HHS), Centers for Medicare & Medicaid Services (CMS), Office of Personnel Management (OPM), and as directed, the Department of Defense (DOD), and other governmental agencies.

- Closely follows federal programs activities relevant to AHIP members, which may include activities under Medicare, particularly Medicare Part D and issues related to dual-eligible beneficiaries; Medicaid; Federal Employee Health Benefits Program; TRICARE; and other federal health programs, as assigned.

- Participates in AHIP's advocacy efforts on federal regulatory activities. This includes monitoring agency actions and proposed actions that may affect the AHIP’s member plans and in consultation with the Senior Vice President, Federal Programs, maintaining
contacts, with government officials working in federal agencies, as well as other contacts, to contribute to AHIP advocacy on behalf of member plans.

- Performs analyses of proposed regulations and guidance to assess the effect on member plans and assists in developing strategy based upon this analysis.

- Develops background information relevant to the preparation of and assists in drafting comment letters, testimony, position statements, and talking points that are sent to the appropriate legislative and regulatory bodies and other interested parties concerning regulations and statutes and other guidance governing federal programs.

- Prepares written reports, memos and bulletins that are sent to AHIP member plans.

- Maintains ongoing and close contacts with other AHIP staff to share or obtain information.

- Responds to members' questions on technical regulatory matters and their requests for related materials.

- Performs other duties, as assigned.

**Supervisory Responsibilities:**

- No supervisory duties.

**Skills:**

- Knowledge of the structure and functioning of the government in terms of its impact on regulatory issues; general knowledge of current policy issues affecting AHIP and its member organizations.

- Understanding of federal programs and health plan structure. Knowledge of the Medicare Part D program required. Knowledge of issues related to dual-eligible individuals and/or of the MA program desirable.

- Demonstrated good judgment, a well-developed sense of propriety, political acumen, and the ability to think constructively.

- Strong interpersonal skills and an ability to deal with complex and changing regulatory developments and activities.

- Strong organizational, written, and communication skills.

- Demonstrated knowledge of the federal regulatory process and understanding of health plan operations relevant to federal programs participation. Knowledge of the Medicare
Part D program required. Knowledge of issues related to dual-eligible individuals and/or the MA program desirable.

Experience:

- Minimum 4 years experience in analysis relevant to evaluating the implications of government regulations and guidance is preferred.
- Past experience with health plan issues related to participation in federal programs preferred. Experience with the Medicare Part D program required, and experience with issues related to dual-eligible individuals desirable.

Education:

- Bachelors degree required.
- Law degree or graduate degree desirable.

Physical Work Activities & Conditions

- Light physical activities and efforts required working in an office environment.

Percent of Travel

- 0-5%

The purpose of a job description is to describe the overall function and general responsibilities of a job. Job descriptions are used in hiring and training and to provide employees with a better understanding of employer expectations. Actual job functions and duties will vary as job responsibilities and business needs require.

Equal Opportunity Employer M/F/D/V

Interested candidates must send resume, references and a cover letter that includes salary requirements to: hr@ahip.org or mail to:

America’s Health Insurance Plans (AHIP)
ATTN: HR Dept/FPD
601 Pennsylvania Avenue, NW
South Building, Suite 500
Washington, DC 20004