

## **JOB DESCRIPTION**

**TITLE:** Health Policy Analyst

**DATE:** March 2025

**CLASSIFICATION:** Exempt

**DEPARTMENT:** Health Policy

**SUMMARY:**

Support GHA's strategic health initiatives and policy priorities by monitoring and attending regulatory hearings and other state agency meetings, researching and summarizing state and federal policy proposals that impact hospitals and healthcare providers. Reports to the Chief Health Policy Officer.

**ESSENTIAL FUNCTIONS:**

- Researches state and federal legislative, regulatory, and policy issues to help assess impact on Georgia hospitals and health systems. Develops written summaries and reports as needed.
- Assists GHA and its members in advancing strategic health initiatives at the direction of the Chief Health Policy Officer.
- Works with the Communications team to develop and maintain systems and processes to ensure data resources, presentations, fact sheets, and other policy and external relations products are credible, sourced, current, consistent, and easily accessible to support policy initiatives and external communications.
- Provides support for various member-led committees focused on specific policy issues, including agendas, minutes, researching and analysis of various topics, and coordinating follow up activities.
- Supports drafting GHA comment letters to federal and state agencies on various healthcare topics.
- Addresses internal and external policy-related and compliance inquiries.
- Consistently integrates both existing and emerging resources to support legislative priorities and strategic health initiatives.
- Supports various aspects of advocacy related analytic and research projects, including conducting and summarizing literature reviews, survey development, data collection, and analyzing qualitative and quantitative data. Works closely with GHA Data and Healthcare Financing Departments.
- Works closely with Government Relations, Policy, and Legal Departments to review and summarize regulatory and legislative proposals.

- Monitors and attends policy/legislative/regulatory meetings as directed and drafts summaries for internal and external stakeholders.
- Drafts reports for GHA leadership team, other internal GHA meetings, GHA members, and other parties as directed.
- Contributes content for the GHA newsletter and website on state and federal legislative, policy, and regulatory developments.
- Performs other duties as assigned.

**EDUCATION:**

Bachelor’s degree, preferably in public health, political science, public policy, or related field.

**EXPERIENCE:**

Basic understanding of the policy issues impacting hospitals and the healthcare sector generally, as well as how federal and state policy affects the healthcare industry. Legislative, government agency, grassroots advocacy, or health policy experience preferred.

**KNOWLEDGE & SKILL:**

- Demonstrate effective verbal and written communication skills, and ability to make quality independent decisions
- Excellent organization and communication skills are required
- Must be a strong team player
- Ability to communicate with a wide range of people to create a positive image
- Capable of operating effectively in high volume conditions
- Ability to organize and prioritize for maximum time utilization and to meet deadlines
- Ability to make independent judgments, displaying emotional maturity and using sound judgment
- Excellent customer service skills
- Requires a working knowledge of Microsoft Office
- Proficiency with remote, telework technology (Zoom and/or Webex & Teams) - experience working in a remote or hybrid environment is a plus. The position may have flexibility but will require regular in-office attendance
- Possesses analytical and process improvement skills
- Travel may be required

Equal opportunity employer as to all protected groups, including protected veterans and individuals with disabilities

**DISCLAIMER:**

This job description indicates the general nature and level of work expected of the incumbent. It is designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.