

Position: Executive Director

JOINT COMMISSION ON HEALTH CARE

The Joint Commission on Health Care (JCHC), a standing commission of the Virginia General Assembly, is seeking a highly competent, motivated professional to serve as Executive Director. Through the work of its legislative members and staff, the Commission is well regarded as a legitimate and reliable source of health-related information and policy recommendations among state legislators, state and local agency officials, and other health-policy stakeholders. To learn more about the JCHC and the numerous studies and policy recommendations produced by staff, go to the Commission's website at <http://jchc.virginia.gov/meetings.asp>.

Responsibilities of the Executive Director

- Provide operational oversight for the Commission
- Maintain contact with JCHC members (18 legislators and the Secretary of Health and Human Resources) to inform them about JCHC staff research, upcoming Commission meetings, reports submitted to the Commission by other agencies, important developments in health policy, etc.
- Each spring, schedule a meeting with executive subcommittee members to discuss the JCHC work plan for the upcoming year, including staff studies and guest presentation topics, and to explore future initiatives of the Commission
- Oversee multiple staff studies simultaneously, providing guidance and recommendations throughout the study process; reviewing and commenting on multiple iterations of PowerPoint presentations and written reports; and giving serious thought to each of the policy recommendations to ensure that they are appropriate, realistic, well-vetted and based on sound logic and/or empirical research
- Empower staff to continually improve their level of knowledge, critical thinking skills, research abilities and the overall quality of their work -- as individuals and as a team
- Participate in the creation of legislation from JCHC member-approved policy recommendations
- During the General Assembly session, make sure patrons of JCHC bills have talking points and that staff will be present to answer questions when the bill is heard in committee; work with legislative services staff and patron if amendments to a bill are needed or requested
- Track JCHC legislation, and other bills of interest, during session
- Develop and maintain working relationships with state agency officials, community leaders, representatives of interest groups and other key stakeholders in Virginia's health policy arena
- Produce the Joint Commission on Health Care Annual Report, review staff final reports and ensure that all are submitted for publication as government documents
- Participate in health-related and/or government groups when mandated by Code, invited and by choice (e.g., Children's Health Insurance Program Advisory Committee [CHIPAC], Certificate of Public Need [COPN] work group, Medicaid Hospital Payment Policy Advisory Council [HPPAC]) or delegate to staff when appropriate

- Provide information/guidance to agency staff at the state and local level, non-JCHC legislators, health-related organizations, interest groups and constituents [e.g., by making JCHC publications accessible, accepting an invitation to speak at a meeting or other event, lecturing at university, participating on a panel, responding to an email or phone call from a legislator or citizen, etc.]

Minimum Qualifications

- An advanced degree in health policy, public policy, health administration, public health, health law, political science, sociology, economics, social work, or a related field
- Five or more years of experience as a policy analyst/researcher within federal or state government
OR at least five years of experience working within, or regularly with, the legislative branch on health-related issues
OR a health policy scholar with at least four years of experience as a consultant in the legislative or executive branch of government and a solid understanding of the legislative process
- Knowledge of federal or state budget process
- Two or more years of experience in a leadership or managerial role
- A critical thinker possessing integrity and political acuity
- Excellent time management and organizational skills
- Strong writing and presentation skills
- Analytical skills and knowledge of research methods needed to evaluate the work of JCHC staff and the resources they are using
- Comfortable talking to and working with individuals who differ from oneself in terms of ideological beliefs, culture, race, sex, sexual orientation, and socio-economic status
- Understand how to interact/communicate appropriately and effectively with individuals in higher positions of authority
- Proficient with Microsoft Office
- Competent user of the internet

Preferred Qualifications

- Five or more years of experience as a health policy analyst/researcher within state government
- Four or more years of management and leadership experience with a firm understanding of the difference
- Knowledge of quantitative and qualitative research methods, experience using statistical software, and ability to use on-line health databases
- Self-starter that does not require external motivation
- Highly effective communicator in all work-related situations
- Performs well in a fast-paced environment

The successful candidate must file a *Statement of Economic Interests* form pursuant to the Code of Virginia § 2.2-3114 within 60 days of employment. Thereafter, the statement is to be filed annually by February 1. For more information, please visit <http://ethics.dls.virginia.gov/>.

Benefits

In addition to a rewarding work experience, the JCHC offers an excellent benefit package that includes generous and affordable health and life insurance; pre-tax spending accounts; paid holidays; ample amounts of annual, personal, and sick leave; state funded short and long term disability after one year of Virginia state government employment; and a state retirement plan with options for tax-deferred retirement savings and employer matching.

Salary will be commensurate with qualifications and experience.

To be considered for this position, qualified applicants should send a cover letter, resume, writing sample (preferably on a health-related topic), and two letters of reference to jchcjobs@jhc.virginia.gov.

Applications will be accepted until 5:00 p.m. on March 30, 2020. The Commonwealth of Virginia is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other characteristic protected by law. The JCHC is a veteran-friendly agency.