

Regulatory Affairs Specialist

Who We Are

Founded in 1987, the Health Plan of San Mateo (HPSM) is a managed care plan that offers health coverage and a provider network to San Mateo County's underserved Medi-Cal population. We have a culture focused on kindness, advocacy, and pride in our mission.

We believe that Healthy is for everyone—and we fight to make that possible.

Over 90% of our employees say that they take pride in the work they are doing at HPSM.

Come find out why we love what we do.

Position overview

- Research regulations, laws and contractual requirements and determine applicability to HPSM, its staff, policies and vendors.
- Conduct impact analysis to determine need for immediate intervention by senior management.
- Develop work plans identifying tasks, deliverables, assignments to business owners and due dates to ensure timely compliance with new requirements.
- Track completion of assigned tasks by collaborating with business owners and/or project management.
- Develop validation protocols and guidance for internal auditors to verify compliance with new regulations has been achieved
- Attend and participate in the HPSM Operations Committee.
- Co-develop and assist with implementation of strategic advocacy plans for educating state and federal policy makers.
- Work with HPSM legislative representatives to develop new legislative initiatives, as needed.
- Remain informed about health care policy in Medicare, Medicaid, insurance, long term care, and mental health for vulnerable populations.
- Provide high level staff work in policy development and implementation in the areas of Medicare, Medi-Cal, other insurance programs, long term care, mental health and other health-related programs as assigned.

Requirements

These are the qualifications typically needed to succeed in this position. However, you don't need to meet every requirement to apply.

Education and experience

- Bachelor's Degree in Healthcare, Health Administration, Business Administration or related discipline. Related and relevant experience may be considered in lieu of academic requirements on a year for year basis.
- Minimum of two (2) years of related experience in healthcare industry with managed care experience preferred.
- Experience with project management, development of work flows and other project management tools.

Knowledge of:

- Personal computers and proficiency in Microsoft Office Suite applications, including Outlook, Word, Excel, Access and PowerPoint.
- Managed care and strong familiarity with the health care field.
- Regulatory and or compliance processes impacting managed health care.
- Principles and practices of managed care health care systems, medical administration and NCQA accreditation standards.
- State and federal legislative process.
- Medicare and Medi-Cal programs.
- Policy development.

Ability to:

- Work cooperatively with others.
- Work as part of a team and support team decisions.
- Communicate effectively, both verbally and in writing.
- Adapt to changes in requirements/priorities for daily and specialized tasks
- Display professional communication skills (both written and oral) and possess a high level of attention to detail.
- Demonstrate superior organization, facilitation, and presentation skills.
- Build and maintain strong relationships within and outside HPSM.
- Impart critical thinking, listening, time management, decision making, and problem solving skills; maintain confidentiality.
- Think and work effectively under pressure and accurately complete tasks within established times; prioritization and meeting critical deadlines.
- Work independently and within a team environment as well as work collaboratively across functional areas in a matrix structure.
- Effectively train and provide customer service skills in accordance to various audiences and comprehension levels.
- Exhibit strong interpersonal skills to utilize when coaching staff and handling conflict resolution.
- Work collaboratively and effectively with HPSM staff, as well as representatives of federal, state, and county organizations.
- Perform policy analysis, development and implementation in the areas of Medicare, Medi-Cal, other insurance programs, long term care, mental health and other health-related programs.
- Analyze legislation and regulations that impact HPSM operations.
- Conduct research and analysis to support decision-making and planning for major strategic initiatives.
- Advocate for the organization; coordinate efforts to educate state and federal policy makers; work with HPSM's legislative representatives.
- Deal tactfully and effectively with HPSM members and staff, the public, members of the legislature, and governmental representatives.

Salary and benefits

The starting salary range depends on the candidate's work experience.

Excellent benefits package includes:

- HPSM-paid premiums for employee's medical, dental and vision coverage (employee pays 10% of each dependent's premiums)
- Fully paid life, AD&D and LTD insurance
- Retirement plan (HPSM contributes equivalent of 10% of annual compensation)
- 12 paid holidays a year, 12 paid sick days a year and paid vacation starting at 16 days a year
- Tuition reimbursement plan
- Employee wellness program

To apply, submit a resume to careers@hpsm.org.

Health Plan of San Mateo (HPSM) is a local County-funded nonprofit manages the health care for over 140,000 low-income people San Mateo County, including all its Medi-Cal eligible residents. HPSM is proud to be an Equal Opportunity Employer and an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.