



Office of the State Auditor Health Care Policy Manager

Posting Number 2013-01

SALARY RANGE: \$65,000 - \$83,000 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

The Health Care Policy Manager is a new position within the Office of the State Auditor that focuses managing various policy and research projects related to health care programs generally and the comprehensive review of the impacts of the health care cost containment law (Section 251 of Chapter 224 of the Acts of 2012).

SUPERVISION RECEIVED:

Works under the direct supervision of the Director of Policy, and collaborates extensively with the Auditor and members of the OSA Senior Staff.

SUPERVISION EXERCISED:

May exercise direct supervision over Policy staff, and indirect supervision of other OSA staff.

DUTIES AND RESPONSIBILITIES:

The Health Care Policy Manager is expected to carry out the following work:

- Manage the policy and research functions relevant to the comprehensive review of the impacts of health care cost containment (Section 251 of Chapter 224 of the Acts of 2012);
- Develop operational procedures to accomplish review of Chapter 224 of the Acts of 2012, making recommendation to Policy Director and 1st Deputy Auditor on utilization of OSA systems and personnel
- Working with Policy Director and IT staff, provide guidance on use / interpretation of complex data
- Manage or, where appropriate, assist all policy and research work relevant to health care programs conducted by OSA, including, but not limited to audits of health care programs, investigations of health care fraud, and impacts of health care policy on cities and towns;
- Work closely with the Director of Medicaid and Healthcare Audits and Director of Medicaid Fraud Unit at the Bureau of Special Investigations;
- Provide policy guidance and advice to the Auditor and other senior staff on health care matters as necessary;
- Assist Policy Manager in reviewing regulations related to data reporting
- In collaboration with the Outreach Manager (where appropriate), develop and maintain working relationships with external stakeholders in all areas of health care policy, including public agencies, academic and research institutions, community organizations, associations, business groups and members of the public;
- Develop and maintain a comprehensive knowledge and understanding of OSA programs, policies and procedures;
- Perform other duties as assigned.



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MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- A graduate degree with five or more years of progressively responsible experience in health care law, policy, research, or management.
- Understanding of health care policy and health economics.
- An understanding and working knowledge of health care law, especially in the area of health care reform.
- Demonstrated experience in effectively managing multiple projects in a fast-paced, demanding environment and managing competing priorities and demands;
- Ability to gather relevant information from trusted and accurate sources to prepare internal analysis and final reports for public release;
- Capacity for and experience in preparing and presenting complex information to diverse audiences;
- Familiarity of the workings of state government;
- Knowledge and experience in methodologies to evaluate health care quality;
- Ability to communicate effectively, both orally and in writing;
- Ability to work independently and as part of a team; and
- Proficiency in Microsoft Office applications.

PREFERRED QUALIFICATIONS:

Experience and expertise in the following areas are a plus:

- Experience conducting cost-benefit analysis and other applications of quantitative analysis and modeling, as well as the use of statistical software;
- Experience using social science methodologies for dealing with problems of data collection, analysis, and program evaluation;
- Experience in supervising, mentoring, motivating and evaluating staff.

Salary is commensurate with experience.

To apply, please submit an electronic copy of a cover letter and resume along with a copy of [OSA's Voluntary Self Identification Form](#), no later than February 1, 2013 to OSA.applications@sao.state.ma.us

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