



## Health Policy Intern

### California Health Benefits Review Program University of California, Office of the President

The California Health Benefits Review Program (CHBRP), housed at the Office of the President in Oakland, CA is recruiting for a Health Policy Intern. This is a summer-long paid internship (40 hours a week), and may be extendable on a part-time basis into the fall.

CHBRP was established in 2002 to respond to requests from the California State Legislature for analysis of legislation regarding health insurance mandates. The Intern will work with a small multi-disciplinary team of staff analysts housed at the University of California, Office of the President's Office, as well as faculty and researchers housed at academia throughout California. CHBRP provides analysis of the medical, financial, and public health impacts of proposed health insurance benefit mandates and repeals.

#### Job Description:

Under the supervision of the Associate Director, the health policy intern will:

- Assist CHBRP staff and faculty in collecting public sector administrative data and health plan survey data and assist in preparing CHBRP's annual updates to its Cost Model;
- Track the legislative progress of California state bills CHBRP has analyzed, and attend legislative hearings with CHBRP analysts;
- Assist in summarizing and interpreting policy reports on health reform-related implementation efforts, Medicaid expansion, and other health policy topics as assigned;
- Help analyze and review regulatory developments with respect to the Affordable Care Act, both at the federal level and at a statewide (California) level;
- Assist CHBRP staff in preparing agendas and taking minutes of its annual meetings with health plans, trade and consumer associations, and legislative staff;
- Work with CHBRP researchers and staff on methodology to estimate impact of mandate or repeal legislation on gender and racial disparities in health care outcomes and produce a publication summarizing the newly adopted methodology;
- Attend weekly CHBRP Staff and Planning Meetings/Activities;
- Perform other duties as assigned.

**Required Qualifications:** BA/BS with a major in a related field; ability to interpret and abstract essential information from medical studies, reports and/or policy briefs; basic understanding of statistical concepts; experience with Microsoft Word, Excel; strong writing skills; attention to detail; and the ability to prioritize multiple tasks and adhere to deadlines.

**Preferred Qualifications:** Candidate for Master's degree in public health, public policy or other health related field; experience in health policy/health services research and analysis, specifically analysis of health legislation; experience conducting phone queries on policy-related topics; ability to work well with colleagues as well as independently; good problem-solving and communication skills.

Salary will be \$17 - \$20 per hour.

Interested candidates should submit a cover letter and cv/resume via email to: Garen Corbett, Director at: [Garen.Corbett@ucop.edu](mailto:Garen.Corbett@ucop.edu). Interviewees will be asked to provide a writing sample.

Thank you for your interest in the **California Health Benefits Review Program**.  
**About CHBRP:**

Established in 2002 by Assembly Bill 1996 (California Health and Safety Code Section 127660 et seq.), the California Health Benefits Review Program (CHBRP) responds to requests from the State Legislature to provide independent analysis of the medical, financial, and public health impacts of proposed health insurance benefit mandates. Each analysis is mandated by law to take place within a 60-day time frame, ensuring that it is complete before the Legislature begins formal consideration of the mandate bill.

A small analytic staff in the University of California's Office of the President (UCOP) works with a task force of faculty from several California universities (campuses of the University of California, Loma Linda University, University of Southern California, and Stanford University), actuarial consultants, and a National Advisory Council (NAC) to complete each analysis. A strict conflict of interest policy ensures that the analyses are undertaken without financial or other interests that could bias the results. Each report summarizes sound scientific evidence relevant to the proposed mandate but does not make recommendations, deferring policy decision-making to the Legislature. The State funds this work through a small annual assessment of health plans and insurers in California.

To produce a report to the Legislature, CHBRP conducts literature reviews, medical effectiveness assessments, modeling of the cost impact, development of the public health impact, and analysis of input from health plans and from the public. Faculty from each of the three Teams (Medical Effectiveness, Cost, and Public Health), actuarial consultants, and CHBRP staff work together to develop interdependent sections of the analysis. Each complete analysis is reviewed internally by faculty from the three Teams, by members of the Faculty Task Force, and by the actuarial consultants. Finally, a subgroup of NAC members, experts from outside the state of California designed to provide balanced representation among groups with an interest in health insurance benefit mandates, reviews the draft analysis and provides advisory feedback. All of these reviews of the draft analysis ensure to the best extent possible its accuracy, objectivity, responsiveness to the legislative request, completeness, and clarity of presentation. The final analysis is sent to the Legislature and placed on the CHBRP Website by the end of the 60-day time period.

UC continually evaluates the products, processes, and policies of CHBRP to ensure that the program is in compliance with the requirements of AB 1996; and CHBRP documents its methods to the public to support the rigor, objectivity and transparency of its work. For more detailed information on CHBRP, please visit the Website at [www.chbrp.org](http://www.chbrp.org).