

## ASSISTANT POLICY DIRECTOR

**Location:** Oakland

**Department:** Legislative, Policy and Politics

**Description:** SEIU United Healthcare Workers - West, the largest and fastest-growing health care union in the Western United States, with 140,000 members in all health care sectors throughout California, seeks an Assistant Policy Director to work either in its Oakland, CA headquarters or its Los Angeles office.

**Responsibilities:** Work with officers, senior staff and Policy Director to determine policy needs and provide strategic policy support for the Union's organizing and contract campaigns.

Analyze federal, state, and local policy initiatives and legislation and prepares briefing materials, response options, and recommendations for officers, senior staff and Policy Director.

Keep current with federal, state, and local statutes and regulations, industry trends, economic trends, and demographic trends that impact the design and delivery of health care.

Review industry publications, scholarly publications, and governmental reports; confers with SEIU California State Council staff, and SEIU International staff; meets with federal, state, and local legislative staff and agency officials; and consult with advocacy groups and professional organizations to inform them of the Union's public policy positions.

Initiate policy research, collects and analyzes health care, fiscal, and economic data, and drafts white papers as necessary to develop and promote public policies supportive of the Union's organizing and bargaining goals.

Prepare briefing materials and delivers presentations to governmental bodies, elected officials, advocacy groups, community allies, union members and staff, and a variety of public forums; occasionally participates in press conferences and conducts interviews with the media.

**Qualifications:** College degree with course work in health policy, public policy, or labor relations; advanced degree desirable with at least two years of related work experience.

Knowledge of public policy issues affecting health care financing and regulation.

Ability to analyze state and local policy initiatives accurately and to develop timely and appropriate responses.

Ability to prepare and deliver policy presentations before governmental bodies, elected officials, advocacy groups, union members and staff, and other interested parties.

Ability to establish and maintain effective working relationships with union members and staff, elected officials and staff, health care advocates, and other community stakeholders in health care policy decisions.

Ability to communicate effectively and work independently.

Ability to work long hours with tight timelines.

Previous knowledge of and experience with trade unions.

Email cover letter, résumé and list of professional references

**Submission  
Instructions:**

[recruiter@seiu-uhw.org](mailto:recruiter@seiu-uhw.org)