

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Policy Analyst (HHS)

EXEMPT: No

TARGET SALARY: \$25.43 to \$29.92/DOQ

PROGRAM: Makah Tribal Council

REPORTS TO: Chief of Staff

JOB CODE: N/A

SHIFT: M-F 8-5

LOCATION:

SUMMARY: Provides information and analysis for the Makah Tribal Council on policy issues. Organize, respond to, and write official response and/or comments related to proposed rules and requests for information issued by federal operating divisions (including, but not limited to Centers for Medicare and Medicaid Services [CMS], Indian Health Service [IHS] Department of Health and Human Services [HHS], Department of Veterans Affairs [VA], Office of Head Start [OHS], Department of Aging, and 102/477 [General Assistance]).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Review the Federal Register and State Register to identify health and public health related regulations issued and policies developed that impact the Makah Tribal Members as well as the Indian Health Service, Washington State HCA, and the Makah Tribe's Health and Health Services Programs.

Prepare a summary of the regulation or policy with consideration and analysis included about the potential impact of and/or the concerns with the existing or other pending federal regulations and/or health reform policy on Makah Tribal Members access to care (including but not limited to Veteran's Affairs, Health and Human Services, Medicare, Medicaid, CHIP, and ACA-established programs).

Analyzes data gathered, develops information, and considers available solution or alternate methods of proceeding.

Organize, respond to and write official responses and/or comments related to proposed rules and requests for information issued by federal and other operating divisions (including, but not limited to the Centers for Medicare and Medicaid Services [CMS], Indian Health Service [IHS], Centers for Disease Control and Prevention [CDC], the Department of Health and Human Service [HHS], and Department of Veterans Affairs [VA]).

Communicate written responses and comments to the Makah Tribal Council, the General Manager, and Makah Tribal staff as well as develop templates for others to use.

Produce quarterly and annual reports that summarize the impacts of the regulations and initiatives on provision of health care in the Makah health programs/system and AI/AN beneficiaries on the Makah Reservation.

Provide content for Makah Tribal newsletter, website, and other publications, and prepare Makah Tribal Councilmembers and staff for public statements.

Develops and coordinates with General Manager, staff, and legal counsel in producing policy and position papers.

Analyze how proposed actions by the Makah Tribe may affect other associations and alliances.

Understand and interpret policy, philosophy, and procedures of regulatory bodies that affect the Makah Tribe.

Forecast issues that may affect the treaty rights of the Makah people and identify potential areas of tribal rights endangerment.

Works closely with lobbyists.

Provides orientation for new council members on health policy issues of the Makah Tribe.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to

prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as a Security Sensitive. Therefore, applicants must submit to and clear a pre-employment federal, state, and local criminal background check and periodically thereafter.

OTHER QUALIFICATIONS

OTHER SKILLS AND ABILITIES

Must have knowledge Makah History, culture, and traditions.

Must have knowledge of legislative process.

Ability to write for a variety of audiences and purposes.

Must have strong administrative and organizational skills.

Must have the ability work under pressure, meet deadlines consistently, and handle multiple projects.

Ability to maintain a high level of confidentiality.

Must have two or more year's experience in program management and development.

Must have working competence in computer applications and be able to use major computer software, especially word processing, spreadsheets, calendars, and other programs.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually very loud.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council
Human Resources
P.O. Box 115, Bldg 71
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com**

**OPEN: June 6, 2024
CLOSE: June 25, 2024**

E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.