



Center for Improving Value in Health Care (CIVHC) Job Announcement

Position Title: General Counsel
Reports To: Chief Executive Officer
Job Classification: Exempt, Full-time
Location: Hybrid, (1) day per week in office, located in Glendale, CO
Salary Range: \$135,000 - \$155,000 per year, plus potential for 7.5% annual bonus

About Us:

The Center for Improving Value in Health Care (CIVHC) is an independent non-profit that equips partners and communities in Colorado and across the nation with the resources, services and unbiased data needed to improve health and health care. As the designated administrator of Colorado's All Payer Claims Database (CO APCD), CIVHC oversees the collection of health care claims from Colorado's public and private health care insurers and uses that information to promote price transparency, inform policy, advance health equity, conduct research, and much more. We are objective, solution-oriented, and maintain the highest integrity in the work we do.

The Opportunity:

The General Counsel (GC) will manage CIVHC's legal needs and maintain its nonprofit operations within the limits prescribed by law, and provide support and guidance on the evolving statutory and regulatory requirements to operate a growing APCD. They will provide strategic guidance, consultation, and support on a comprehensive range of legal and associated issues involved in carrying out CIVHC's mission. The GC will work with the Compliance team to ensure adherence to federal privacy and security laws, work with clients on contract modifications, advise technical staff on data security requirements, and more. The GC will report to the CEO and be a member of the senior leadership team and will be expected to contribute to the strategic direction and operations of the organization.

Candidates for this position must be flexible thinkers with strong problem-solving and legal writing skills. Law around APCDs is new and constantly evolving and requires the ability to assimilate disparate federal and state regulations into cohesive guidance. This position will provide legal advice and analysis to the organization on a variety of issues including but not limited to state and federal health care regulations, data security, privacy and compliance, copyright and IP, antitrust, ERISA, and APCD-specific regulations. Experience in all relevant areas of law is not required, but the ability to learn will be essential.

The position will work closely with compliance staff to ensure adherence to federal privacy and security laws, work with clients on contract modifications, advise technical staff on data security requirements, and provide guidance to the team managing the annual Rule Change process.

Responsibilities:

- Provide legal advice and analysis to the organization on a wide variety of issues including but not limited to state and federal health care regulations (including Medicare and Medicaid, HIPAA, HITRUST, ERISA, 42 CFR Part 2, Medicare and Medicaid, antitrust, CORA, and more), data privacy and compliance, copyright and IP, antitrust, and other APCD-specific law and regulation.

- Responsible for internal legal affairs including managing contract lifecycle from drafting and review through enforcement; researching operational compliance; providing occasional research to HR and other departments; advising the Board and CEO; and more.
- Manages the relationship with key departments at the State of Colorado and the Colorado Attorney General's Office.
- Draft, revise and maintain key documentation including Data Use Agreements and modifications, Master Services Agreements, Nondisclosure Agreements, memoranda, etc.
- Provide robust expertise on health care privacy and security to Compliance staff to ensure CIVHC internal policies and procedures reflect current law, and that privacy and security policies are in line with evolving regulatory requirements.
- Collaborate with Compliance staff on stakeholder privacy, security, and regulatory concerns, including timely response to written correspondence.
- Lead responses to Requests for Information on relevant Federal policy proposals.
- Establish and maintain intellectual property and copyright strategies; including engaging and managing outside counsel as needed.
- Collaborate with the senior leadership team and contribute to the strategic direction and operations of the organization.
- Provide guidance through the annual Rule Change process.
- Manage outside counsel contracts and activities.
- Represent CIVHC at local and national events.

Qualifications:

- Juris Doctorate degree from an ABA-approved law school and active member in good standing of the Colorado Bar.
- 5+ years in practice, preferably in health care, data privacy and security, or related field.
- Possess a strong understanding of nonprofit law, including governance, tax-exempt status, regulatory compliance, and relevant areas such as employment law, contracts, intellectual property, and risk management.
- Capable of developing and implementing legal strategies aligned with CIVHC's mission, vision, and long-term objectives, while proactively identifying and mitigating legal risks and providing guidance and legal support to the Board, CEO, and Compliance team.
- Excellent written and verbal communication skills, with the ability to effectively convey complex legal concepts to non-legal collaborators, including the Board of Directors, senior management, staff members, and external partners. Training in plain language legal writing preferred.
- Strong analytical and problem-solving skills, with the ability to identify legal issues, evaluate risks, and develop creative and practical solutions to complex legal challenges.
- Skilled in reviewing policies, procedures, and compliance programs for adherence to applicable laws, regulations, and best practices.
- Commitment to upholding the highest ethical standards and maintaining confidentiality, integrity, and professionalism in all legal matters and interactions.
- Ability to adapt to changing legal landscapes, regulations, and organizational priorities, and to effectively manage multiple projects and priorities.

- Comfort working in a field with very scant case law and occasionally vague regulatory guidance with a willingness to learn.
- Ability to successfully collaborate with others.
- Creativity, curiosity, and enthusiasm strongly preferred.

Preferred skills:

- Familiarity with health care data and health data privacy requirements.
- Broad expertise in a variety of legal subjects and practices.
- Demonstrated ability to synthesize unrelated facts and law into coherent legal guidance.
- Comfortable finding, reading, and interpreting state and federal regulatory law.
- Ability to get along with a wide variety of personalities and professionals.
- Experience with legislative and lawmaking processes at the state and federal levels.
- Any level of understanding of big data and data analytics, preferably in health care.

Working Environment:

This position is based in Denver, Colorado and only applicants that live within commuting distance to Denver, or plan to relocate to a commutable distance will be considered for this role. Limited relocation assistance may be available for out of state candidates. CIVHC operates in a hybrid work environment with a requirement of at least one day a week in the office.

This position involves long-term sitting, computer /desk work, some walking and standing, minimal light lifting, in an office environment. Virtual, phone, and in-person communication. Some overnight travel will be required.

Perks & Benefits:

- 403(b) Retirement plan
- Comprehensive healthcare, dental, and vision plans
- Dependent Care Flexible Spending Account options
- Employer paid life insurance
- Short- and long-term disability
- Nine paid holidays per year plus generous personal time off
- Flexible schedules, work-from-home options, and an employee wellness program.
- Professional development opportunities and an on-site workout facility.
- Position may qualify for Public Service Loan Forgiveness Program. For more information, go to: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>
- Company-paid parking and more!

How to Apply:

Please send your cover letter and resume to careers@civhc.org with the job title and your name in the subject line to be considered. Only those selected for an interview will be contacted. Join us in reshaping the future of healthcare!

Limitations and Disclaimer: The above job announcement is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.