



RECRUITMENT ANNOUNCEMENT

Policy Analyst / Sr. Policy Analyst - Children's Issues

GENERAL SUMMARY OF DUTIES:

The Policy Analyst position is responsible for managing and advancing key public policy issues affecting California's public behavioral health care system and advocating to the Legislature, state agencies, and Administration representing the County Behavioral Health Directors Association of California.

ABOUT THE ASSOCIATION:

The County Behavioral Health Directors Association (CBHDA) of California is a non-profit advocacy association representing the behavioral health directors from each of California's 58 counties, as well as two cities (Berkeley and Tri-City). The mission of CBHDA is to ensure access to high-quality, cost-effective, and culturally competent behavioral health care for the people of California by providing leadership, advocacy, and support to County Behavioral Health Directors and programs. CBHDA is an affiliate of the California State Association of Counties (CSAC).

JOB TITLE: CHILDREN'S POLICY ANALYST/ SR POLICY ANALYST

ANNUAL SALARY RANGE: \$60,000 TO \$100,000
Salary/position commensurate w/ experience

ESSENTIAL FUNCTIONS OF THE POSITION:

- Serve as a primary public policy expert for CBHDA on children's behavioral health and related policy work.
- Track, review, summarize, and analyze proposed legislative/regulatory policies in assigned policy areas.
- Communicate with CBHDA members, legislative staff, and state oversight agencies in meetings and written correspondence, including position papers, policy memos, regulatory comments and fact sheets.
- Work internally with county directors and staff to gather information on legislative impacts, draft amendments and establish positions.
- Work to build coalitions with external stakeholders on shared interests and goals.
- Anticipate and identify behavioral health policy issues of concern for counties and work collaboratively within CBHDA and with other organizations to research and develop recommended options for resolving them.
- Act as CBHDA liaison to state agencies, regulatory bodies, and external stakeholder groups, as assigned.
- Engage CBHDA membership through internal Committees, as assigned.
- Lobby the Legislature and the Administration on assigned issue areas on behalf of county behavioral health directors, including testimony during Legislative and State Budget hearings, as assigned.

- Maintain, establish and strengthen relationships with legislators and key legislative staff to ensure responsiveness to policy positions taken on behalf of county behavioral health directors.
- Other duties, as assigned.

QUALIFICATIONS:

1. Strong analytical and research skills, including policy analysis, budget analysis, and program evaluation.
2. Knowledge of state/federal policy making processes, including legislative, regulatory, budget, and program implementation.
3. Understanding of political, policy, and protocol concerns of county, state, and community level decision makers and other stakeholders.
4. Knowledge of state and local health and human services organization and functions.
5. Strong written and verbal communication skills, including developing correspondence for a variety of internal and external audiences, and the ability to synthesize complex information into clear and concise presentations.
6. Ability to establish and foster collaborative, effective working relationships with diverse internal and external individuals and interest groups.
7. Political judgment and diplomacy.
8. Skill in computer applications, including Microsoft Word, Outlook, PowerPoint, and Excel.
9. Skill in organizing and facilitating effective meetings and events.
10. Ability to work independently and manage multiple projects and priorities.
11. Ability to thrive in a dynamic, fast-paced work environment.

EDUCATION:

Any combination of experience and education that provides the required knowledge and abilities will be considered qualifying. Typically, the desirable background includes a bachelor's degree in a field such as political science, public administration, social work, economics, or another related discipline, and five or more years of experience working at the state, county, federal, or community level on health or human services issues or programs. Relevant work experience in state or county government, association, the Legislature, and/or a master's degree in a relevant discipline are desirable, though not required.

ENVIRONMENTAL/WORKING CONDITIONS: Normal office environment. This position includes some travel. Ability to frequently travel between the office, the Capitol building and to state agencies to attend hearings and meetings with legislators and partners.

- CBHDA is currently observing a hybrid work schedule allowing our team to work remotely, part-time. In-person work requirements will be dependent on the needs of the Association and your role on the team. If you choose to work remotely, adequate internet and cell phone reception and a functional, appropriate, workspace is required while working from home. Computer equipment and an electronics stipend will be provided to cover some costs associated with working remotely.

PHYSICAL/MENTAL DEMANDS: Requires sitting and standing associated with a normal office environment and regular predictable attendance.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

HOW TO APPLY:

Candidates are asked to submit a cover letter, resume and writing sample by March 18th (or until position filled) to Andrea Porter, CBHDA Director of Operations and Human Resources at aporter@cbhda.org.