RECRUITMENT ANNOUNCEMENT:

SENIOR FISCAL AND POLICY ANALYST

GENERAL SUMMARY OF DUTIES:
The Senior Fiscal and Policy Analyst is responsible for conducting fiscal and budget analyses to support and advance the County Behavioral Health Directors Association of California (CBHDA) efforts on key public policy issues affecting California’s public behavioral health care system.

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 the leadership, advocacy, and support to County Behavioral Health Directors and programs. CBHDA is an affiliate of the California State Association of Counties (CSAC).

ESSENTIAL FUNCTIONS OF THE POSITION:
• Act as lead fiscal analyst and subject matter expert on public behavioral health financing for CBHDA. Issue areas will include Medi-Cal Specialty Mental Health, Drug Medi-Cal, the Mental Health Services Act, behavioral health Realignment, and managed care financing, including value-based payment models.
• Track, review, summarize, and produce timely fiscal analyses of proposed legislative/regulatory policies.
• Anticipate and identify behavioral health policy issues of concern for counties and conduct in-depth policy research and fiscal analyses to develop recommended options for resolving them.
• Produce high-quality written correspondence and policy documents, including budgets and financial models as well as position papers and policy memos.
• Design and administer surveys of CBHDA members; collect and analyze local county data to inform CBHDA’s policy advocacy.
• Communicate effectively with CBHDA members, legislative staff, and state oversight agencies in meetings and presentations.
• Collaborate within CBHDA and with other organizations to build consensus, advance policy proposals, and influence policymakers.
• Act as CBHDA budget and fiscal liaison to state agencies, regulatory bodies, and external stakeholder groups, as assigned.
• Lead and provide staff support to CBHDA Policy Committees, as assigned.

EDUCATION AND EXPERIENCE:
A master’s degree in a relevant discipline (public administration, social work, economics) or bachelor’s degree combined with four years of relevant experience (working at the state, county, federal, or community level on human services issues or programs) is preferred.
DESI RABLE QUALIFICATIONS:
1. Strong analytical and research skills, including budget and fiscal analysis, policy analysis, survey design, and program evaluation.
2. Knowledge of state budget.
4. Knowledge of state/federal policy making processes, including legislative, regulatory, budget, and program implementation.
5. Knowledge of state and local health and human services organization and functions.
6. Prior knowledge of Medi-Cal (or other Medicaid) programs preferred.
7. 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.
8. Ability to establish and foster collaborative, effective working relationships with diverse internal and external individuals and interest groups.
9. Political judgment and diplomacy.
10. Skill in computer applications, including Microsoft Word, Outlook, PowerPoint, and Excel.
11. Ability to work independently and manage multiple projects and priorities.
12. Ability to thrive in a dynamic, fast-paced work environment.

COMPENSATION:
Salary to be commensurate with skills and experience. Highly competitive benefit package.

APPLICATION INSTRUCTIONS:
To apply, please submit your confidential resume and cover letter detailing your interest and experience, along with a sample policy, budget or fiscal analysis to: Andrea Porter at aporter@cbhda.org. Deadline: December 13, 2019 or until filled.