RECRUITMENT ANNOUNCEMENT:

SENIOR POLICY ANALYST

GENERAL SUMMARY OF DUTIES:
The Senior Policy Analyst is responsible for managing and advancing County Behavioral Health Directors Association of California (CBHDA) efforts on key public policy issues affecting California’s public behavioral health care system. The position reports to the Director of Public Policy.

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 primary public policy expert for CBHDA on assigned issue areas. Examples include Medicaid managed care, substance use disorder policy, mental health and substance use disorder prevention, the mental health crisis continuum of care, clinical and fiscal models for integrated behavioral health care, and other mental health or substance use disorder policy issues.
- Track, review, summarize, and analyze proposed legislative/regulatory policies in assigned policy areas.
- Anticipate and identify behavioral health policy issues of concern for counties and conduct in-depth policy research and analysis to develop recommended options for resolving them.
- Communicate effectively with CBHDA members, legislative staff, and state oversight agencies in meetings and presentations.
- Produce high-quality written correspondence and policy documents, including position papers, policy memos, and fact sheets.
- Collaborate within CBHDA and with other organizations to build consensus, advance policy proposals, and influence policymakers.
- Act as a CBHDA 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.
DESIRABLE 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. Knowledge of state and local health and human services organization and functions.
4. Prior knowledge of Medi-Cal (or other Medicaid) programs preferred.
5. Strong written and verbal communication skills, including the ability to develop 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.

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 brief policy writing sample, to: Andrea Porter at aporter@cbhda.org. Deadline: December 13th or until filled.