



## **RECRUITMENT ANNOUNCEMENT:**

### **SENIOR POLICY ANALYST**

#### **GENERAL SUMMARY OF DUTIES:**

The Senior Policy Analyst position 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 CBHDA Executive Director, or designated supervisor.

#### **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 assure the accessibility of quality, cost-effective, culturally competent behavioral health care for the people of the State of California by providing the leadership, advocacy, and support to public behavioral health 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 behavioral health crisis services, substance use disorders services, children's behavioral health needs, criminal justice, housing, Mental Health Services Act, and/or other mental health/substance use disorder policy issues.
- Communicate with CBHDA members, legislative staff, and state oversight agencies in meetings and written correspondence, including position papers, policy memos, and fact sheets.
- 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 work collaboratively within CBHDA and with other organizations to research and develop recommended options for resolving them.
- Act as primary 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:**

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 public administration, social work, economics, or another related discipline, and two or more years' experience working at the state, county, federal, or community level on human services issues or programs. Relevant work experience in state or county government, association, Legislature, and/or a master's degree in a relevant discipline are desirable, though not required.

**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. 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.

**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 to: Paula Laiewski at [plaiewski@cbhda.org](mailto:plaiewski@cbhda.org). Deadline: February 10, 2017, or until filled.