



RECRUITMENT ANNOUNCEMENT:

FISCAL POLICY ANALYST

GENERAL SUMMARY OF DUTIES:

The Fiscal Policy Analyst is responsible for working with the senior leadership team to conduct 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 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:

- Serve as part of the CBHDA fiscal team as an analyst and develop subject matter expertise on public behavioral health financing. Issue areas will include all aspects of public behavioral health financing including, but not limited to: 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.
- Conduct in-depth policy research and fiscal analyses and develop fiscal and policy solutions.
- 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.
- Provide staff support to CBHDA Policy Committees, as assigned. Convene and collaborate with county subject matter experts to elicit feedback needed to inform policy recommendations.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that provides the required knowledge and abilities will be considered qualifying. A bachelor's or master's degree in a relevant discipline (finance, public administration or public policy, or economics) and relevant academic or equivalent professional experience in a fiscal analyst role is strongly preferred.

DESIRABLE QUALIFICATIONS:

1. Minimum two years of demonstrated experience producing complex fiscal analyses in an academic or professional environment.
2. Previous professional experience in public budgeting and/or health care finance.
3. Strong analytical and research skills, with background in public policy analysis strongly preferred.
4. The ideal candidate will have quantitative analytical skills that can be applied to data analysis, survey design, and program evaluation in addition to budget and fiscal analysis.
5. Knowledge of health care finance and health economics.
6. Knowledge of state/federal policy making processes, including legislative, regulatory, budget, and program implementation.
7. Knowledge of state and local health and human services organization and functions preferred.
8. Prior knowledge of California state budget preferred.
9. Prior knowledge of Medi-Cal (or other Medicaid) programs preferred.
10. 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.
11. Ability to establish and foster collaborative, effective working relationships with diverse internal and external individuals and interest groups.
12. Political judgment and diplomacy.
13. Skill in computer applications, including proficiency in Microsoft Word, Outlook, PowerPoint, and Excel.
14. Ability to work independently and manage multiple projects and priorities.
15. Ability to thrive in a dynamic, fast-paced work environment.

COMPENSATION:

Salary range: \$75,000 to \$100,000 to be commensurate with skills and experience. Highly competitive benefit package.

ENVIRONMENTAL/WORKING CONDITIONS: Normal office environment in Sacramento, CA. This position includes some travel.

- CBHDA has a hybrid work environment with options for both work-from-home and office-based work. 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 from home.

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.

APPLICATION INSTRUCTIONS:

To apply, please submit your confidential resume and cover letter detailing your interest and experience, along with a sample fiscal/budget analysis that illustrates your qualifications as described above to: Andrea Porter at aporter@cbhda.org. *Applications accepted until position is filled.*