



CWDA

Advancing Human Services
for the Welfare of All Californians

925 L Street, Suite 350
Sacramento, CA 95814
p: 916.443.1749 | f: 916.443.3202
cwda.org

RECRUITMENT ANNOUNCEMENT

Senior Policy Analyst – Self-Sufficiency

The County Welfare Directors Association of California (CWDA) is recruiting for a **Senior Policy Analyst/Self-Sufficiency**. This senior-level position will have responsibility for policy analysis, program implementation, and federal and state advocacy activities in the areas of health care and nutrition programs administered by county human services agencies.

About CWDA

CWDA is a non-profit association representing the human services directors from each of California's 58 counties. CWDA's mission is to promote a human services system that encourages self-sufficiency of families and communities and protects vulnerable children and adults from abuse and neglect. To accomplish this mission, the Association:

- Advocates for policies that will further the mission of the organization.
- Educates state and federal policy makers and the public regarding the impact of human services policies on individuals, communities, and county social services operations.
- Collaborates with government agencies, elected officials and their staff, and community-based organizations to ensure efficient and effective service delivery.

About the Position

The Medi-Cal and CalFresh programs are critical pillars of the state's safety net, serving more than 14 million Californians at any given time. County human services agencies conduct eligibility for both of these programs on behalf of the state and federal government. CWDA, on behalf of its county agency members, plays a key role in developing and implementing state and federal policy, addressing identified issues, and influencing and implementing state and federal regulations, legislation and budget items affecting these programs and the broader areas of health care and nutrition.

The Senior Policy Analyst in this area will be the primary contact regarding health care and nutrition for our Board of Directors, county and state staff, and advocacy organizations. The Senior Policy Analyst provides staff support and leadership of CWDA committee meetings in these programs and drives the development of CWDA policy initiatives in these areas, especially as it relates to eligibility rules and requirements for the Medi-Cal and CalFresh programs. This includes engagement and advocacy in the annual state legislative and budget processes; working with the state departments, counties, and relevant advocacy organizations on implementation of new statutes and initiatives and other projects of critical importance to county human services agencies and their customers; and involvement in federal issues that arise in these program areas.

CWDA is an association that represents all 58 counties. The Senior Policy Analyst will work directly with county directors, deputy directors of self sufficiency programs, program managers, and other county staff in each program area within the assignment. This includes participation in and reporting at monthly CWDA board and committee meetings, gathering feedback from counties related to proposed policy or program changes, implementation of enacted changes, developing collaborative solutions to issues counties are facing, and advocating for those solutions to be adopted.

Position Duties

Under the supervision of the Deputy/Director of Self-Sufficiency Policy, the responsibilities of the Senior Policy Analyst/Self Sufficiency include, but are not limited to:

- **Lead Policy Analysis and Program Support:** Serve as the primary contact within the CWDA office for policy analysis and program support in the following key areas:
 - Health care, including Medi-Cal and the California Advancing and Innovating Medi-Cal (CalAIM) initiatives
 - Nutrition, including CalFresh and the California Food Assistance Program (CFAP)
- **Communication:** Interact with CWDA members (e.g., county human services directors and their staff), members of the Legislature and their staff, and state and federal oversight agencies. This includes meetings, written memos, updates, letters on budget and legislative issues, publications on select topics, and position statements.
- **Policy Analysis and Recommendations:** Conduct policy analysis and provide recommendations to CWDA leadership and members on budget proposals, legislation, regulatory actions, and court decisions impacting health care and nutrition human services programs. This includes researching promising practices, activities in other states, and data analysis as needed. Collaborate with CWDA budget, IT, and legislative staff, as well as CWDA members, to understand the impacts of proposed policy changes and develop proposed responses for senior CWDA staff review and approval.
- **CWDA Policy Committees:** Staff, support, coordinate, and relay verbal and written policy updates/information for the CWDA Medical Care, CalFresh, and Self-Sufficiency committees, as well as any subcommittees formed by these groups. Committees meet nine out of twelve months each year and include county, state, and automation representatives.
- **CWDA Legislative Committee Engagement:** Attend the CWDA Legislative Committee meetings and provide feedback and analysis on legislative bills related to health care and nutrition programs.
- **Workgroup Participation:** Chair, participate in, and/or facilitate ad hoc workgroups as needs are identified within CWDA and by other organizations and agencies. Represent CWDA and provide recommendations/input in workgroup meetings with state and legislative staff and advocacy organizations.
- **Policy Advancement:** Proactively identify opportunities for CWDA and counties to advance policy and practice in health care and nutrition. Collaborate with CWDA and other organizations to research issues and develop recommended options and strategies.

- **Collaboration with State Agencies:** Coordinate with key Department of Social Services (CDSS) and Department of Health Care Services (DHCS) staff, and partner organizations to ensure counties' needs and operations are fully considered in state policy decisions.
- **Cross-Area Coordination:** Work with other staff in the Self-Sufficiency area who focus on issues such as CalWORKs/welfare-to-work, childcare, and housing and homelessness. Also, collaborate on cross-cutting issues/areas (e.g., automation, refugee programs, budget & legislation) with CWDA staff.
- **Automation Projects:** Collaborate with CWDA representatives on relevant automation projects (e.g., CalHEERS), CalSAWS consortium staff and vendors, and/or state/vendor staff on state-led IT projects (e.g., Statewide Verification Hub) to ensure CWDA and counties' policy interests are represented.
- **Broader Policy Work:** Engage in program and policy work related to broader Self-Sufficiency issues where health care and nutrition play a role, such as poverty, homelessness, equity, and housing insecurity.

Desirable Qualifications

- **Expertise in Policy Areas:** In-depth knowledge and experience in at least one of the policy areas of health care or nutrition, with a strong understanding of Medi-Cal, CalAIM and/or the CalFresh program. Knowledge of both policy areas/programs is highly desirable, as is county experience with one or both programs.
- **Analytical Skills:** Strong analytical abilities, including expertise in policy analysis, budget analysis, and program evaluation. Capability to recognize and analyze issues that span multiple program areas.
- **Communication Skills:** Excellent written and verbal communication skills, with the ability to synthesize complex information into clear, concise presentations and recommendations.
- **Self-Direction and Multi-tasking:** Ability to self-direct, multitask, and prioritize work across various policy and program areas, with guidance from the Deputy/Director of Self-Sufficiency Policy.
- **Relationship Building:** Proven ability to establish and maintain productive, collaborative relationships with a diverse range of individuals and organizations involved in human services policy development and program operations.
- **Opportunity and Challenge Identification:** Aptitude for spotting opportunities and potential challenges for the Association and its members.
- **Familiarity with Human Services:** Understanding of county human services programs, policies, and operations.
- **Knowledge of Legislative Processes:** Familiarity with California's budget, legislative, regulatory, and program implementation processes.
- **Adaptability:** Ability to thrive in a dynamic, high-energy, fast-paced, team-oriented, and engaging work environment.

Experience and Education

Any combination of experience and education that provides the required knowledge and abilities will be considered qualifying. Generally, the minimum 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 and/or the California Legislature, and a master's degree or higher in a relevant discipline are desirable but not required.

Type of Work Environment

This position offers opportunities to meet and work with many county staff leaders, legislative and state departmental staff, and advocates in a fast-paced and dynamic environment. CWDA staff are encouraged to be innovative and largely work autonomously with support of senior staff. The office offers a mix of remote and in-person work. The ideal candidate is comfortable working remotely and also able to work in person on a regular, though likely not full-time, basis.

Commitment to Diversity

Diversity is a core value at CWDA. We are passionate and committed to building and sustaining an inclusive and equitable working environment for all employees. Additionally, we support our member agencies to do the same for their staff while promoting equity and inclusion for the individuals and families served by county human services programs. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, design policy solutions and deliver effective advocacy for our members. We especially encourage people who come from, or are otherwise familiar with, the communities impacted by our work to apply for open positions on our team.

Compensation Package

CWDA offers a competitive salary based on experience. The salary range for this position is \$110,000 to \$130,000. Benefits include health, dental and vision. We offer a defined benefit retirement system that is reciprocal with CalPERS, a 457 plan, and an Employee Assistance Program.

To Apply

Those interested in applying should address a letter of interest to: Eileen Cubanski, Deputy Executive Director, CWDA, 925 L Street, Suite 350, Sacramento, CA 95814. '

Send the letter along with your resume and a writing sample to Traci Metcalf at tmetcalf@cwda.org. The writing sample can be academic or professional and reflects the applicant's writing style and ability to think analytically.

Application period: November 4, 2024 - November 19, 2024