



CWDA

Advancing Human Services
for the Welfare of All Californians

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RECRUITMENT ANNOUNCEMENT

Senior Fiscal Policy Analyst

The County Welfare Directors Association of California (CWDA) is recruiting for a **Senior Fiscal Policy Analyst - Budget and Fiscal Policy**. The Senior Fiscal Policy Analyst will be responsible for a range of fiscal and budget analysis, implementation, and advocacy activities, across a variety of human services programs and systems.

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 Senior Fiscal Policy Analyst is a critical member of the CWDA team. The position supports the state budget and fiscal policy development, implementation, and advocacy work CWDA is engaged in, under the direction of the Director of Budget and Fiscal Policy.

The position offers progressive responsibility for state budget issues and the development and implementation of fiscal policy across human services policy areas, including self-sufficiency programs, child welfare services, adult programs, and Medi-Cal administration. Because budget and fiscal policy issues touch all domains in the human services field, the Senior Fiscal Policy Analyst will have an opportunity to work with multiple staff at CWDA, across county human services departments, and within various state departments.

CWDA is an association that represents all 58 counties. Under the direction of the Director of Budget and Fiscal Policy, the Senior Fiscal Policy Analyst will work with county directors and fiscal staff. This includes participation in monthly board and committee meetings, development of county allocations; gathering feedback from counties related to allocations and claiming, proposed fiscal direction to state agencies, and proposed policy changes with fiscal impacts; implementation of

enacted changes; and developing collaborative solutions to fiscal issues counties are facing.

Position Duties

Under the supervision of the Director of Budget and Fiscal Policy, the responsibilities of the Senior Fiscal Policy Analyst include, but are not limited to:

- **Fiscal Policy Analysis and Recommendations:** Support CWDA advocacy on state budget and county fiscal issues in the aforementioned policy areas. Perform fiscal and program analysis, and provide recommendations to CWDA leadership and members, as appropriate, of budget proposals, legislation, local assistance estimates, regulatory actions, and court decisions that impact human services programs. This includes analysis, development, and vetting of budget bill and trailer bill language within CWDA and CWDA members, and participation in budget bill and trailer bill language meetings and discussions with CWDA, Legislative, and state department staff, including, but not limited to, staff from the Department of Finance, the California Department of Social Services and the Department of Health Care Services.
- **Communication:** Communicate with CWDA members, the Legislature and staff, and state oversight agencies through written budget memos, updates and letters, position statements, and email updates.
- **Collaboration:** Work collaboratively within CWDA, with county human services staff, and with other state government and advocacy organizations to develop recommended options and strategies that would resolve fiscal and budget issues of concern for county human services agencies. Engage, coordinate, and collaborate with CWDA staff on cross-cutting policy issues.
- **County Fiscal Support:** Work with other CWDA staff, CWDA members and California Department of Social Services and Department of Health Care Services program and fiscal staff to develop county allocations and claiming procedures and guidance of programs in the aforementioned policy areas, and other fiscal policy needed to implement the state budget or other enacted policy changes.
- **Workgroup Participation:** Lead and/or participate on behalf of CWDA and CWDA members on fiscal and budget workgroups as needs are identified and on task forces and working groups created by county, Legislative, or Administration initiative.
- **CWDA Fiscal Committee:** Assist in staffing and supporting the CWDA Fiscal Committee and FAADS Subcommittee, including assisting in the development of meeting agendas, coordinating state departmental participation as appropriate, lead fiscal discussion topics, and providing policy updates of fiscal and budget concerns. Participate in those committee meetings and CWDA Board of Directors meetings to provide verbal information and updates to CWDA members regarding discussion items and issues of interest to the membership and monitor member feedback on budget and fiscal policies for advocacy, collaboration, and education efforts with the state. These committee meetings occur every month except for the months of July, October, and December.

- **CWDA Legislative Committee Engagement:** Periodically attend and participate in the Legislative Committee meetings to assist in the development of association budget priorities and to help identify county fiscal impacts of legislation.
- **Advance State and County Fiscal Knowledge:** Develop expertise county human services funding, including 1991 and 2011 Realignment, to respond to county and state staff inquiries, analyze the fiscal impacts of budget and policy proposals, and to provide input and recommendations to inform future county financing or realignment changes, as appropriate.

Minimum Qualifications

- Experience in and knowledge about the state budget process.
- Bachelor's Degree, ideally in public policy, public or business administration, finance, accounting, or a related field.
- Minimum of 3 years of related experience in county, state or federal government and/or the private or non-profit sector.
- Knowledge of county human services programs and familiarity with county fiscal operations.
- Possess strong quantitative and analytical skills.
- Excellent writing and communication skills, including ability to synthesize complex information into clear and concise writing and oral presentations.
- Be proficient in Microsoft Excel and Word.
- Ability to take direction and perform assigned tasks timely, thrive in a fast-paced, fun environment, as well as work in a self-directed manner and build expertise in the subject matter through research and discussions with subject matter experts.
- Collaborative approach to addressing issues and seeking common ground across multiple different stakeholders.

Desirable Qualifications

- Master's Degree in public policy or administration, or a related field.
- Experience in or knowledge of county human services claiming systems and procedures.
- Ability to anticipate and identify budget and fiscal opportunities and potential challenges for the Association and its members.

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: October 8, 2024 – November 8, 2024