



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

CWDA Recruitment Announcement

Human Services Policy Analyst/
Senior Human Services Policy Analyst

The County Welfare Directors Association of California (CWDA) is recruiting for a Human Services Policy Analyst/Senior Human Services Policy Analyst. This Analyst will be responsible for a range of policy analysis, implementation, and advocacy activities, with an emphasis on the policy areas of child welfare and adult services.

About CWDA

The County Welfare Directors Association of California (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 Human Services Policy Analyst/Senior Human Services Policy Analyst is a critical member of the CWDA team. The Analyst supports the advocacy work in which CWDA is engaged, reporting directly to the Director of Policy for Child Welfare and Older Adult Services. The position offers the right candidate progressive responsibility for issues in the policy areas of child welfare and adult services. Child welfare includes child protective services, foster care, adoptions and guardianship, and services to specialized populations such as commercially sexually exploited youth and transition-aged youth. The adult services area encompasses the Adult Protective Services and In-Home Supportive Services programs.

Many policy issues cross over multiple domains in the human services field, giving the Policy Analyst an opportunity to work with multiple staff at CWDA as appropriate on projects that are of critical importance to county human services agencies and their customers. This will include but is not limited to: legislative efforts; budget issues; implementation of policy changes enacted at the state or federal level; and other duties as assigned. Examples of overlapping policy areas that offer opportunities for collaboration within the CWDA team include homelessness and housing-related services and disaster planning, response and recovery.

CWDA is an association that represents all 58 counties. The human services policy analyst will work directly with county directors and staff in each policy area within the assignment. This includes participation in monthly board and committee meetings, gathering feedback from counties related to proposed policy changes and 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 Director of Child Welfare and Older Adult Services, this position supports CWDA advocacy and education efforts related to child welfare and adult services programs and issues. This includes, but is not limited to, the following:

- Participate and sometimes lead in policy development and implementation workgroups and other committees as assigned with a variety of stakeholders from the public, private and non-profit sectors.
- Support legislative and budget advocacy in the areas of child welfare and adult services through coalition-building, preparing fact sheets, letters, testimony and other materials.
- Work with members of the association (i.e., county human services directors and their staff) to understand impacts of proposed policy changes and develop proposed response for review and approval by senior CWDA staff.
- Participate in and present at CWDA Board of Directors meetings and regular and ad hoc Association committee meetings, and other stakeholder meetings.
- As appropriate, present information and updates to CWDA members and stakeholders regarding issues of interest to the membership and monitor member feedback on policies for advocacy, collaboration, and education efforts with the state.
- Facilitate policy implementation among members of the association through education, advocacy, and collaboration between county and state staff.

Desired Qualifications

- Bachelor's Degree, ideally in public policy, social work, or a related field.
- Knowledge of state budget and/or legislative processes.
- Minimum of 2 years of related experience in county, state or federal government and/or the private or non-profit sector.
- Experience in or knowledge of child welfare and/or adult services field.
- Excellent writing and communication skills.
- Ability to take direction and perform assigned tasks timely.
- Ability to thrive in a fast-paced, fun environment.
- Ability to work in a self-directed manner.
- Collaborative approach to addressing issues and seeking common ground across multiple different stakeholders.
- Ability to spot opportunities and potential challenges for the Association and its members.

Type of Work Environment

While CWDA's physical office is located in Sacramento, California, the office has been remote since March 2020 due to the pandemic. We intend to reopen the office in early 2022. The ideal candidate should be comfortable working remotely but also be willing and able to report to work in person upon reopening.

Compensation Package

CWDA offers a competitive salary and benefits package. The salary range for this position is \$65,000 to \$85,000 DOE. A title of Policy Analyst or Senior Policy Analyst may be offered depending on the combination of experience and qualifications held by the selected candidate. 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

Send cover letter, resume and writing sample to Missy Talbot at mtalbot@cwda.org

Application period: December 15, 2021 – until filled.