



## Recruitment Announcement Fiscal Policy Analyst

The County Welfare Directors Association of California (CWDA) is recruiting for a Fiscal Policy Analyst. This 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

The County Welfare Directors Association of California 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 Fiscal Policy Analyst is a critical member of the CWDA team. The Analyst supports the state budget and fiscal work CWDA is engaged in, at the direction of senior staff. The position offers the right candidate 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 Fiscal Policy Analyst will have an opportunity to work with multiple staff at CWDA.

CWDA is an association that represents all 58 counties. Under the direction of senior staff, the 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 from 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

- At the direction of senior staff, support CWDA on state budget and county fiscal issues. Assist in the communication with CWDA members, the Legislature and staff, and state oversight agencies through written budget memos, updates and letters, and position statements.
- Work collaboratively within CWDA and other organizations to develop recommended options and strategies that would resolve fiscal and budget issues of concern for county human services agencies.
- Perform fiscal and program analysis of budget proposals, legislation, regulatory actions, and court decisions that impact human services programs.
- Work with CWDA senior staff, CWDA members and California Department of Social Services and Department of Health Care Services financial management staff to develop county allocations, claiming procedures and guidance, and other fiscal policy needed to implement the state budget or other enacted policy changes.

- Participate on CWDA fiscal and budget workgroups as needs are identified and on task forces and working groups created by county, Legislative, or Administration initiative.
- Assist in the staffing and support of the CWDA Fiscal Committee and FAADS Subcommittee. Participate in those committee meetings and CWDA Board of Directors meetings to provide information and updates to CWDA members regarding issues of interest to the membership and monitor member feedback on budget and fiscal policies for advocacy, collaboration, and education efforts with the state.

#### Minimum Qualifications

- Bachelor's Degree, ideally in public policy or administration, finance, accounting, or a related field.
- Knowledge of state budget and/or legislative processes.
- 2-4 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.
- Excellent writing and communication skills, including ability to synthesize complex information into clear and concise presentations.
- Ability to take direction and perform assigned tasks timely.
- Ability to thrive in a fast-paced, fun environment.

#### 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 work in a self-directed manner.
- Ability to anticipate and identify budget and fiscal opportunities and potential challenges for the Association and its members.

#### Compensation Package

CWDA offers a competitive salary based on experience. 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 Patricia Holling at [pholling@cwda.org](mailto:pholling@cwda.org)

*Application period: November 27, 2018 – January 4, 2019*