



925 L Street, Suite 350  
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cwda.org

## RECRUITMENT ANNOUNCEMENT

### COUNTY WELFARE DIRECTORS ASSOCIATION OF CALIFORNIA (CWDA)

CWDA is recruiting for a **Senior Policy Analyst/Self Sufficiency**. This senior-level position will have lead responsibility for a full range of analytical and program support activities in the areas of health care and nutrition and engage in collaborative work to promote family self-sufficiency across a variety of human services programs and systems supported by counties.

#### ***About the Organization***

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.

#### ***Health Care and Nutrition***

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 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 staffs regular committee meetings in these programs and drives the development of CWDA policy in these areas, especially as it relates to eligibility rules and requirements for the Medi-Cal and CalFresh programs. This includes engagement in the annual state legislative and budget processes; working with the state, counties and relevant advocacy organizations on implementation of new changes and initiatives; as well as involvement in federal issues that arise in these program areas.

#### ***Position***

The Senior Policy Analyst/Self Sufficiency will report to the Executive Director and Deputy Executive Director. Position responsibilities include, but are not limited to:

- Play the lead role within the CWDA office with respect to policy analysis and program support for two key policy and program areas:
  - Health care, including Medi-Cal
  - Nutrition, including CalFresh
- Staff, support, coordinate, and relay verbal and written policy updates/information for the CWDA Medical Care, CalFresh and Self Sufficiency committees, as well as subcommittees formed by those groups. Each committee meets nine of the 12 months each year and is attended by county, state and automation representatives.
- Attend the CWDA Legislative Committee and provide feedback/analysis on legislative bills related to health care and nutrition programs.
- Communicate 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 in meetings and through written memos, updates and letters on budget and legislative issues, publications on select topics, and position statements.
- Pro-actively anticipate and identify opportunities for CWDA and counties to advance policy and practice in the health care and nutrition policy and program areas. Work within CWDA and collaborate with other organizations to research those issues and develop recommended options and strategies.
- Conduct policy analysis and provide recommendations to CWDA leadership and members, as appropriate, on budget proposals, legislation, regulatory actions, and court decisions that impact healthcare and nutrition human services programs, including but not limited to research regarding promising practices, activities in other states, and data analysis as needed. This involves working with CWDA budget, IT, and legislative staff as well as working with CWDA members to understand impacts of proposed policy changes and develop proposed response for review and approval by senior CWDA staff.
- Collaborate, communicate, and coordinate with key Department of Social Services (CDSS) and Department of Health Care Services (DHCS) staff, and partner organizations as needed to ensure counties' needs and operations are fully considered in state policy decisions.
- Collaborate and coordinate with other staff working in the Self-Sufficiency area who focus on issues including CalWORKs/welfare-to-work, childcare, and housing and homelessness, and on cross-cutting issues/areas (e.g., automation, refugee programs, budget & legislation) with CWDA staff.
- Collaborate and coordinate with CWDA representatives on relevant automation projects (e.g., CalHEERS), CalSAWS consortium staff and vendors, and/or state/vendor staff on relevant state-led IT projects (e.g., Statewide Verification Hub) so that CWDA and counties' policy interests are represented in automation discussions.
- Engage in program and policy work related to broader overarching Self Sufficiency issues in which health care and nutrition play a role, such as poverty, homelessness, equity, and housing insecurity.
- Chair, participate in, and/or facilitate ad hoc workgroups as needs are identified within CWDA and by other organizations and agencies. Represent CWDA and make recommendations/provide input in workgroup meetings where state and legislative staff, and advocacy organizations are present.



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- Opportunity to participate in CWDA's Diversity, Equity and Inclusion project, which includes a comprehensive multi-year plan for creating greater equity and transparency both within our association as well as supporting our member agencies to increase equity, diversity and inclusion within their departments as well as in their service delivery systems.
- Other projects as assigned.

### ***Desirable Qualifications***

- An ideal candidate has in-depth knowledge and experience in *at least one* of the policy areas of health care or nutrition, including a deep understanding of Medi-Cal or the CalFresh program. Knowledge of both policy areas/programs is a plus.
- Strong analytical skills, including policy analysis, budget analysis and program evaluation, including the ability to recognize and analyze issues that cross multiple program areas;
- Excellent written and verbal communication skills, including ability to synthesize complex information into clear and concise presentations/recommendations;
- Ability to self-direct and multi-task/prioritize work, as applicable, across a variety of policy and program areas concurrently with guidance from the Executive Director and Deputy Executive Director;
- Ability to establish and foster productive, collaborative relationships with the wide array of county, state, non-profit, and private individuals involved in human services policy development and program operations;
- Ability to spot opportunities and potential challenges for the Association and its members;
- Familiarity with county human services programs, policies and operations;
- Familiarity with the California budget, legislative, regulatory, and program implementation processes;
- Ability to thrive in a dynamic, high-energy, fast-paced, team-oriented, and fun 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 four 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. While CWDA's physical office is located in Sacramento, California, the office offers a mix of remote and in-person work. The ideal candidate is comfortable working remotely and also willing and able to work in person on a regular, though likely not full-time, basis.



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### **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 and benefits package. The salary range for this position is \$90,000 to \$110,000 DOE. 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.

### ***How to Apply***

Those interested in applying should address a letter of interest to: Cathy Senderling-McDonald, Executive Director, CWDA, 925 L Street, Suite 350, Sacramento, CA 95814.

Send the letter along with your resume and a writing sample via email to [mtalbot@cwda.org](mailto:mtalbot@cwda.org) to ensure timely receipt.

### ***Position Availability***

The position is immediately available. We encourage interested, qualified applicants to apply ASAP. While the position will remain open until filled, an initial review of applications will be conducted on December 19, 2022.