



**Job Title:** Legislative Policy Analyst

**Employment Status:** FTE Hybrid/Remote

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### **Position Summary:**

Under the direction of the Executive Director, the Legislative Policy Analyst will take primary responsibility for California Association of Alcohol and Drug Program Executives, Inc. (CAADPE) legislative proposals, as well as brief internal association committees on relevant bills (state and federal) related to Behavioral Health, Substance Use Disorder and Mental Health. The Legislative Policy Analyst will work in collaboration with committee staff, CAADPE members, Legislative staff in Senate and Assembly offices, lobbyists, community organizations, state and local agencies and departments. The Legislative Policy Analyst will, as assigned, respond to and track member inquiries, answer and respond to phone calls, and assist with resolutions and letters.

### **Duties/Responsibilities: Legislative Process:**

- Help craft, execute and support the Association's legislative package.
- Analyze legislation and provide policy consultation on key issues of concern to CAADPE members.
- Provide legislative updates at board and staff meetings.

### **Duties/Responsibilities: Policy Knowledge:**

- Research policy issues, help negotiate and write bill amendments, develop coalitions, and create briefing memos and statements.
- Analyze legislation and policies related to substance use disorder and mental health.
- Support CAADPE's grant work and operational issues associated with training and technical assistance.
- Analyze state department information notices and regulations, and provide policy consultation.

### **Duties/Responsibilities: Committee Management:**

- Staff CAADPE's internal member committees.
- Prepare a monthly legislative progress report for each committee and the board of directors.



### **Personal Qualifications:**

The ideal candidate:

- Has a working knowledge of the legislative process, as well as the structure and policies of state and local government.
- Understands best practices pertaining to supervising employees.
- Has a minimum of 4-6 years of legislative and budget experience, excellent oral and written communication skills, and a strong policy and legislative process background.
- Has the ability to manage multiple projects, thrive under deadlines, and work well in a team environment.
- Is highly organized, self-motivated and able to work independently to meet goals.
- Has outstanding customer service acumen, to promptly address member feedback, queries, and issues to ensure optimal resolution.
- Is a dedicated team collaborator, esteeming cooperative efforts with a varied staff, member agency leaders and personnel.

### **Compensation:**

This role had adapted to the COVID-19 pandemic by incorporating remote work, a measure we continue to offer since the state's shelter-in-place directive was lifted.

Final compensation is commensurate with experience and education. Seniority and significant experience is required to reach the higher end of the salary range. Applications will be accepted until the position is filled.

The California Association of Alcohol and Drug Program Executive, Inc. is committed to diversity and inclusivity in its workforce. We actively encourage applications from individuals of diverse backgrounds, including people of color, those with bilingual and bi-cultural proficiencies, and members of the LGBTQ+ communities. Those with lived experience strongly encouraged to apply. As an equal opportunity employer, we value and respect the richness that diverse perspectives bring to our organization.

**SUBMIT COVER LETTER, RESUME, AND VIA EMAIL TO:**

[CAADPE1@CAADPE.org](mailto:CAADPE1@CAADPE.org)