



Job Title: Legislative Policy Analysts

Employment Status: FTE Hybrid/Remote

Position Summary:

Under the direction of the Executive Director, the Legislative Policy Analyst will take primary responsibility for CAADPE's Legislative Proposals, as well as briefing 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

- Craft, execute and support the Association's Legislative Package.
- Analyses legislation and provides policy consultation in key areas of concern to CAADPE and its members.
- Provide legislative updates at board and staff meetings.

Duties/Responsibilities: Policy Knowledge

- Responsible for researching issues, negotiating, and writing amendments, developing coalitions, and authoring briefing memos and statements.
- Analyze legislation and policies.
- Support CAADPE grant work and operational issues associated with training and technical assistance.
- Analyze department notices, regulations and provide policy consultation.

Duties/Responsibilities: Committee Management

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



Personal Qualifications

- The ideal candidate has knowledge of the legislative process, as well as the structure and policies of state government and best practices pertaining to supervising employees. Minimum of 4-6 years of legislative and budget experience, excellent oral and written communication skills, and a strong policy and legislative process background required. Candidates must have the ability to manage multiple projects, thrive under deadlines, and work well in a team environment.
- Highly organized, self-motivated and able to work independently to meet goals
- Outstanding customer service acumen, promptly addressing member feedback, queries, and issues to ensure optimal resolution.
- 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've continued to offer in response since the states 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. 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