



County Health Executives Association of California (CHEAC) Deputy Director of Policy

Job Description

The Deputy Director of Policy oversees the legislative advocacy efforts of the County Health Executives Association of California (CHEAC). In addition, this role supports budget and administrative advocacy, contributes to the development and execution of new initiatives as needed, and supervises designated members of the legislative team. This position reports directly to the Executive Director of CHEAC.

Duties

Create and execute public policy and legislative advocacy strategies on behalf of local health departments.

Act as one of the organization's primary liaisons with the California legislature and Administration on policy matters of interest to the Association.

Develop and maintain strategic relationships with representatives of the Administration, Legislature, key staff, and interested stakeholders involved in policymaking that impacts local public health departments.

Build strategic alliances and coalitions with stakeholders to advance the Association's strategic goals and priorities.

Anticipate and identify emerging policy, legislative and budget issues of concern for local health departments, including maintaining accurate legislative tracking systems.

Collaborate effectively within CHEAC, with CHEAC members, and with other organizations and stakeholders, to formulate recommended advocacy positions on legislation, budget proposals, and administrative issues affecting local health departments.

Work with CHEAC policy staff to present to and finalize advocacy positions with the CHEAC Legislative Committee in a timely manner.

Develop and deliver oral testimony in public hearings to advance Association priorities and positions.

Lead the creation and management of written advocacy documents, including legislative analyses, background information, fact sheets, and position letters.

Represent CHEAC on stakeholder groups, coalitions, task forces, workgroups, and other forums as assigned.

Act as a spokesperson for the Association to the Administration, Legislature, stakeholders, and media as needed.

Supervise advocacy support staff and consultants, including lobbyists and clerical personnel, providing them with training, guidance, and development opportunities.

Support the Executive Director in shaping and implementing the Association's policies and procedures as a key member of the leadership team.

Assume responsibilities of the Executive Director in their absence, as assigned.

Distinguishing Characteristics

This position operates under the guidance of the Executive Director. Incumbent performs supervisory responsibilities over assigned policy staff.

Minimum Requirements

A bachelor's or master's degree in public administration, public policy, public health, or a related field is required, along with a minimum of five years of proven experience in association management, staff supervision, policy analysis, and advocating for health and/or human services at the federal, state, or local level. Alternatively, a combination of relevant experience and education that demonstrates the ability to perform the essential duties of the role may be considered.

Skills Required

- In-depth knowledge of state legislative, regulatory, budgetary, and program implementation processes.
- Understanding of the political, policy, and procedural concerns of decision-makers and stakeholders at federal, state, and local levels.
- Familiarity with state and local health and human services organizations and their functions.
- Exceptional interpersonal skills, with the ability to build and maintain effective relationships with both internal and external individuals and interest groups.
- Strong political acumen and diplomatic skills.
- Highly skilled in researching, analyzing, and reporting on complex and technical policy issues.
- Proficient in organizing and facilitating successful meetings and events.
- Outstanding written and verbal communication skills.
- Competent in using computer applications, including Microsoft Word, Outlook, PowerPoint, Excel, and legislative tracking software.
- Ability to excel in a dynamic, fast-paced work environment.

Compensation

Salary range is \$130,000 to \$160,000, commensurate with skill and experience, plus a comprehensive benefit package.

How to Apply

To apply, please submit your resume, cover letter, and references to admin@cheac.org.

About CHEAC

To learn more about CHEAC, please visit our website: www.cheac.org