



## **County Health Executives Association of California (CHEAC) Fiscal and Policy Analyst**

### **Job Description**

The Fiscal and Policy Analyst is responsible for conducting fiscal and budget tracking, analyses, and support for the County Health Executives Association of California (CHEAC) in a highly fast-paced and dynamic environment that demands effective multitasking and ability to manage multiple competing priorities simultaneously.

### **Duties**

Track, review, summarize, and produce timely fiscal analyses of proposed budget initiatives and legislative/regulatory policies with a fiscal impact.

Track and monitor fiscal allocations to local health departments, including but not limited to health realignment and federal and state funding.

Recommend fiscal allocation methodologies to advance equitable distribution across local health jurisdictions.

Participate in and provide fiscal expertise during meetings with state agencies, members, and other partners.

Design and administer fiscal surveys of CHEAC members; collect and analyze local health department data to inform CHEAC's advocacy.

Facilitate fiscal meetings with CHEAC members and the CHEAC Fiscal Forum.

Research discrepancies between state and local fiscal records; identify and/or formulate potential solutions to resolve discrepancies.

Communicate with members via telephone, email, and conference calls. Address member inquiries.

### **Distinguishing Characteristics**

This position operates under the guidance of the Executive Director and Senior Fiscal and Policy Analyst. Incumbents do not perform supervisory responsibilities.

### **Minimum Requirements**

Bachelor's degree in public administration, finance, accounting, or related field and at least two years of demonstrated experience in producing complex fiscal analyses; or an equivalent combination of experience and education sufficient to successfully perform the essential duties of the job.

**Skill Required**

- Strong fiscal, analytical and research skills, with background in public policy analysis strongly preferred.
- Ability to work independently and manage multiple projects and priorities.
- Ability to thrive in a dynamic, fast-paced work environment.
- Possess strong quantitative and analytical skills.
- Ability to learn quickly, show initiative, and be willing to take on increasing levels of responsibility.
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, members, and other stakeholders sufficiently to exchange or convey information and receive work direction.
- Be proficient in computer applications, including Microsoft Excel, Word, Outlook, and PowerPoint.

**Desirable Qualifications**

- Knowledge of public health and health care financing.
- Experience in a non-profit, lobbying firm, governmental agency, or legislative office.
- Knowledge of state/federal policy processes, including legislative, regulatory, budget, and program implementation.
- Knowledge of state and local health and human services organization and function.

**Compensation**

Salary commensurate with skill and experience, with a range of \$80,000- \$102,000 annually plus a comprehensive benefit package.

**How to Apply**

To apply, please submit your resume, cover letter, and references to [admin@cheac.org](mailto:admin@cheac.org).

**About CHEAC**

CHEAC is a statewide organization of county and city health department and agency directors, who are responsible for the administration, oversight, and delivery of a broad range of local public health and indigent health care services. To learn more about CHEAC, please visit our website: [www.cheac.org](http://www.cheac.org)