

THE COUNCIL OF STATE GOVERNMENTS JUSTICE CENTER

The Justice Center is a national nonprofit organization that provides practical, nonpartisan advice and consensus-driven strategies, informed by available evidence, to increase public safety and strengthen communities. In general, the Justice Center works closely with legislative leaders, judges, prosecutors, defense attorneys, victim advocates, and others to develop consensus on various, often highly politicized, criminal justice issues and to translate this consensus into comprehensive reports, policy briefs, state and federal legislation, model policies, and innovative programs. The Justice Center not only develops written and web-based materials, but also provides on-the-ground technical assistance to cross-systems policymakers and practitioners from multiple systems (corrections, mental health, substance abuse, housing, etc.), in state and local jurisdictions.

Posting: Senior Policy Analyst, Behavioral Health

Job Title: Senior Policy Analyst, Behavioral Health

FLSA Status: Exempt

Department: Justice Center, National Initiatives

Type of Position: Full-time, Regular

Reports To: Division Director, National Initiatives

Reporting to This Position: Policy Analysts/Program Assistants/Associates

Location: New York, NY

JOB SUMMARY

The Senior Policy Analyst will be responsible for in-depth analysis of relevant administrative policy, programmatic design and implementation, research, and legislation; coordinating and sometimes leading teams of expert consultants conducting on-site, intensive technical assistance or data collection in state and local jurisdictions; developing legislative and administrative policy options; and coordinating and participating in politically sensitive meetings with high-ranking local, state, and federal officials, advocates, and other experts across the country.

The Senior Policy Analyst will also be expected to contribute to organizational development by refining office policies and procedures; developing strategic project plans and timelines; identifying grant opportunities and drafting proposals; and hiring, training, and supervising new staff. The Senior Policy Analyst works on multiple projects across a small team focused on management and policy challenges associated with criminal justice, mental health and behavioral health. This position offers a significant level of responsibility and opportunity to an individual with an established career in criminal justice and mental health policy.

ESSENTIAL DUTIES & RESPONSIBILITIES

Specific responsibilities of the Senior Policy Analyst include, but are not limited to:

- Developing written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analyses and policy options to policymakers;
- Developing/expanding the knowledge base on criminal justice, mental health and behavioral health policy issues;

- Identifying themes and linkages across disparate initiatives within the Justice Center’s diverse portfolio, and leveraging opportunities to incubate and test new ideas and approaches;
- Collaborating with senior staff to develop long-range strategies to guide the Justice Center’s work;
- Participating in technical assistance delivery by coordinating and documenting site visits among senior staff and/or consultants, meeting with site stakeholders independently, and sometimes leading technical assistance site visits;
- Monitoring timelines, budgets, and deliverables to ensure that responsibilities to funders are met in assigned project areas;
- Researching new funding opportunities, writing grant proposals, and serving as a resource to funding agencies;
- Planning and participating in policy-focused meetings of high-ranking government officials, advocates, and national experts;
- Identifying and engaging new contacts in the field to serve as formal or informal project consultants or partners;
- Ensuring that senior staff and, where applicable, Justice Center colleagues, consultants, or funders are aware of relevant project developments and that other work in the field is leveraged for the advancement of project goals;
- Supervising project assistants, project associates, and policy analysts where appropriate;
- Participating actively in, and sometimes leading, staff discussions and strategic planning meetings;
- Contributing to the development of Justice Center website content and strategizing with staff and technical consultants on ways of using the web to promote policy goals;

SKILLS & ABILITIES

- Excellent research, writing, and editing skills and an analytical mind;
- Demonstrated knowledge of the Affordable Care Act, and its implications for criminal justice and mental health policy;
- Demonstrated success working in the policy arena in policy formulation, analysis, advocacy, research or the like;
- Strong oral communication skills, including the ability to effectively distill and present complex information in a concise way;
- Excellent interpersonal skills, including maturity, an ability to work independently and in a team setting, and a sense of humor;
- Efficient, organized work style and an ability to prioritize quickly and confidently and manage multiple deadlines;
- Willingness to travel, occasionally several times per month.

EXPERIENCE REQUIREMENTS

- At least four years of management or policy analysis experience in the fields of mental health, criminal justice or behavioral health.

EDUCATION REQUIREMENTS

- A college degree (required) and an advanced degree in a related field, such as law, medicine or public policy (preferred).

PHYSICAL REQUIREMENTS ESSENTIAL TO PERFORM THE DUTIES OF THE JOB

- Frequently communicates with internal and external coworkers and customers.
- Frequently views the computer to create policy briefs, memos and presentations.
- Frequently remains in a sitting position to perform desk duties.
- Frequently uses the computer with fingers and hands.
- Frequently works in a well lit, tempered room.
- Occasionally walks throughout office to communicate to coworkers.
- Seldom lifts objects with weight up to 25 pounds such as files or paper boxes.

APPLICATION INSTRUCTIONS:

Interested individuals should upload the following elements (in pdf format) to:
<https://secured.csg.org/csg/jobs>

1. Cover letter
2. Resume
3. One or two writing samples (preferable no more than three pages)
4. Names and contact information for references (at least three)

Incomplete applications will not be considered.

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