



**CHAIR NATHAN FLETCHER**  
**SUPERVISOR, FOURTH DISTRICT**  
**San Diego County Board Of Supervisors**

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**Job Title:** Policy Advisor - Health and Human Services

**Summary:**

The position serves as an integral part of a dynamic, team-focused organization. The position monitors and develops policy in the areas of behavioral health, public health, and child welfare..

**Essential Job Functions:**

- Monitor local, state and federal issues in assigned policy areas.
- Research and write board letters in assigned policy areas.
- Leads the preparation of talking points, policy statements, and reviews content for press releases as well as social and digital media posts.
- Staff boards and commissions on which Chair Fletcher serves, including Behavioral Health Advisory Board, Child and Family Strengthening Advisory Board, and others.
- Briefs the Chair and team members on policy updates and changes, anticipates future policy changes and works with the rest of the team to incorporate these into future action.
- Attend local community events on behalf of the Chair.
- Staff the Chair at events and meetings.
- Attends and reports on Board Office briefings from County Staff.
- Ability to collaborate with key health policy stakeholders and community members to achieve successful policy outcomes.

**Skills and Knowledge Requires:**

- Experience using Microsoft Office Suite.
- Strong oral and written communication skills.
- Ability to exercise discretion and independent judgment with respect to prioritization of work and policies.
- Thoroughness and careful attention to detail.
- Ability to work cooperatively and courteously with others.
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Flexibility to work in a dynamic office environment.

**Required Education:**

- Minimum of five to seven years relevant experience in policy, analysis, regulatory or compliance in a governmental agency, Non-Governmental Organization or public affairs position.
- Experience in health policy is highly desired.
- Must be able to manage multiple projects simultaneously and meet deadlines.

**Salary and Benefits:**

- Commensurate Upon Experience. Benefits include; Medical Insurance, Dental Insurance, Vision Insurance, Flexible Spending Account; Defined Benefit Pension Plan; Transit Pass Voucher; Vacation and Sick Leave.

Qualified Applicants should submit their cover letter and resume to Emily Wier - [Emily.Wier@sdcounty.ca.gov](mailto:Emily.Wier@sdcounty.ca.gov).

County Administration Center . 1600 Pacific Highway, Room 335 .

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[www.supervisornathanfletcher.com](http://www.supervisornathanfletcher.com)