



## **Position Announcement**

### **Legislative Analyst**

The [Ball/Frost Group, LLC](#) is a small dynamic firm that provides legislative and strategic policy advice and lobbying services. Our longstanding client roster includes school districts, county offices of education, education associations and nonprofit organizations. We cover the state budget and legislation before the legislature and executive branch offices and policy and administrative issues before the California Department of Education, the State Board of Education, Commission on Teacher Credentialing and other administrative bodies. Our firm provides customized services in lobbying, governmental relations and policy development for our clients to help them achieve their goals.

### **Position Summary**

The Legislative Analyst is responsible for monitoring, analyzing and lobbying on legislation, budget proposals and regulations focused on PreK-University education and early childhood issues. Responsibilities include:

- Attend and/or monitor legislative and administrative hearings and report results
- Draft, edit and revise bill language, fact sheets and position letters
- Research background and legislative history on issues as needed
- Write reports and articles on legislative and policy issues
- Arrange, schedule and coordinate lobbying meetings and client association meetings
- Utilize online bill tracking service
- Participate in and present legislative and budget updates for client meetings
- Prepare agendas and materials in advance of meetings and events

### **Minimum Qualifications**

- Education: Possession of a bachelor's degree
- Experience: Three years of experience working with the legislature, executive branch agency, local educational agency or institution of higher education, or a combination of education and experience sufficient to perform the essential duties of the job.
- Proficiency in Microsoft Office software

**Work Environment:** Work is performed in a business office environment.

**Salary:** Salary is dependent on qualifications

**Application Process:** Please send resume and cover letter to Andrea Ball at [jobs@ballfrostgroup.com](mailto:jobs@ballfrostgroup.com)