

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
POLICY ANALYST  
OFFICE OF SENATOR ALLEN  
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

**BASIC FUNCTIONS:**

Under the direction of the Senator and the Chief of Staff, the Policy Analyst may handle a substantial portion of the package and co-authoring opportunities, as well as serving as a principal representative for the Member in meetings with constituents, legislative advocates, and other government staff.

**DUTIES:**

The Policy Analyst develops and manages legislation in collaboration with the Senator, Capitol Office staff, District Office staff, committee consultants, constituents, and stakeholders to advance the Senator's legislative agenda. The Policy Analyst prepares background materials and talking points on key legislative issues; and provides research, analysis, and consultation in policy areas of interest for the Senator.

**DESIRABLE SKILLS AND KNOWLEDGE:**

Knowledge of the legislative process and the structure and policies of state government; as well as the Senate's personnel rules, policies, and best practices pertaining to supervising, sexual harassment, and EEO. Minimum of five years of legislative and budget experience; outstanding communication and analytical skills; and a strong policy background required.

**ABILITY TO:**

The ideal candidate must be organized and flexible, and able to manage multiple projects while remaining organized and detail-oriented. The ideal candidate also works well with a variety of people – both independently and as part of a collaborative team. The candidate also can perform high-level administrative and policy-influencing functions; communicate clearly and concisely; and cultivate effective working relationships with colleagues.

If you are offered this position and are vaccinated, you will be required to submit a copy of your vaccination card with your new hire paperwork.

**EDUCATION:**

Bachelor's Degree.  
Legislative experience is preferred.

**LOCATION, SALARY AND FILING DATE:**

This position is located in Sacramento, CA.  
Salary starts at \$6,206 per month plus benefits.  
Final salary is commensurate with experience and education.  
Applications will be accepted until position is filled.

**BENEFITS:**

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

**SENATE APPLICATION, RESUME, WRITING SAMPLE, AND COVER LETTER SHOULD BE SENT VIA EMAIL TO:**

Nicole Winger, Chief of Staff  
Office of Senator Benjamin Allen  
[Nicole.Winger@sen.ca.gov](mailto:Nicole.Winger@sen.ca.gov)

The Senate application form is available through the Senate job webpage:  
[www.senate.ca.gov/senatejobs](http://www.senate.ca.gov/senatejobs)

*The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.*

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