

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
POLICY ANALYST
OFFICE OF SENATOR DAHLE
(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 direct supervision of the Senator and the Chief of Staff, the Policy Analyst will assist with the handling of a full bill package, review bill-coauthoring opportunities, manage constituent correspondence, and meet with constituents, legislative advocates and other legislative staff members.

DUTIES:

Under the direction of the Senator and the Chief of Staff, the Policy Analyst will assist with the development and management of the Member's legislative agenda, in conjunction with the Chief of Staff and Legislative Director. The Policy Analyst will prepare briefings for the Member at legislative meetings, analyze legislation, and provides policy consultation. The Policy Analyst will be responsible for research and formulation of legislation and for meetings with proponents and opponents.

DESIRABLE SKILLS AND KNOWLEDGE:

Ideal candidates must have strong oral and written communication and interpersonal skills in addition to an understanding of the legislative process and state government and its current policies. Ability to exercise discretion, independent judgement and confidentiality in fulfillment of responsibilities is essential. Ability to multi-task and manage time effectively, meet deadlines and adapt to changing priorities. Candidates must also be able to work a flexible schedule, including nights and weekends.

POSITION QUALITIFICATIONS/EDUCATION:

Bachelor's Degree or equivalent experience is required. A background in public policy, public affairs, communications or a related field preferred.

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.

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, AND COVER LETTER SHOULD BE SENT VIA EMAIL TO:

Josh Cook, Chief of Staff

Office of Senator Dahle

Josh.Cook@sen.ca.gov

The Senate application form is available through the Senate job webpage:

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.

Date Posted 06/03/2022