

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
POLICY ANALYST
OFFICE OF SENATOR LAIRD
(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 be required to handle a full bill package, review bill co-authoring opportunities, manage constituent correspondence, and meet with constituents, legislative advocates and other legislative staff members.

DUTIES:

Develops and manages the Member's personal legislation, in conjunction with input from Chief of Staff. The Policy Analyst prepares briefings for the Member on key legislative issues and may serve as the principal substitute for the Member at legislative meetings. Analyzes legislation and provides policy consultation in key areas of interest for the Member. Responsible for research and formulation of legislation and for meetings with proponents and opponents. Prepares a monthly legislative progress report for the Member, Chief of Staff and staff and provides legislative updates at staff meetings. Supervises staff including interns and fellows assigned to assist with legislation. The Policy Analyst may prepare a summary of the legislative package for distribution to staff.

DESIRABLE SKILLS AND KNOWLEDGE:

Knowledge of the legislative process, as well as the structure and policies of state government; the Senate's personnel rules, policies, and best practices pertaining to supervising, sexual harassment and EEO. Minimum of 4-6 years of legislative and budget experience, excellent oral and written communications skills and a strong policy and legislative process background required. Candidates must have the ability to manage multiple projects, thrive under deadlines, and work well in a team environment.

ABILITY TO:

Perform high administrative and policy-influencing functions effectively; organize and structure employee workload and supervise staff; communicate clearly and concisely, orally and in writing; establish and maintain a cooperative and effective working relationship with staff.

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:

A 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, AND COVER LETTER SHOULD BE SENT VIA EMAIL TO:

Richard Stapler, Chief of Staff
Office of Senator John Laird
Richard.Stapler@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.

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