

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
POLICY ANALYST
OFFICE OF SENATOR NEWMAN
(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, the Chief of Staff, and the Legislative Director, the Policy Analyst will take primary responsibility for several of the Senator's legislative proposals, as well as advising the Senator on bills pending in committee and on the Senate floor and working with policy committee staff, legislative staff, lobbyists and advocates. The Policy Analyst will assist the Legislative Director to provide all necessary support materials for the legislation authored by the Senator and will assist in responding to legislative inquiries from constituents. Additionally, the Policy Analyst will work deliberately to align the office's budget and policy priorities with the priority needs of district stakeholders, cities and counties. Along with the Chief of Staff and the Legislative Director, the Policy Analyst will ensure a professional work environment in the Senator's Capitol Office.

DUTIES:

The Policy Analyst primarily will work on issues related to transportation, and will work directly with the Senator, Capitol and District staff, Committee consultants and stakeholders to advance the Senator's legislative agenda. The Policy Analyst will identify legislative opportunities and prepare background materials, including talking points, fact sheets, hearing and floor statements.

DESIRABLE SKILLS AND KNOWLEDGE:

The ideal candidate will have 3+ years of related experience (work on transportation-related issues is a plus), knowledge of the legislative and budget processes as well as how state agencies function, and familiarity with tools and techniques to communicate effectively with both professional legislative staff, lobbyists and the public about complex policy matters. To be successful in the position the candidate will be entrepreneurial; happy taking initiative; organized with the ability to prioritize; and supportive of other members of the staff. A sense of humor is not required, but it makes the job much more enjoyable.

ABILITY TO:

Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is creative; detail orientated, and able to handle multiple projects and work well, individually and collaboratively, with a variety of people.

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

EDUCATION:

Bachelor's degree required.

LOCATION, SALARY AND FILING DEADLINE:

This position is located in Sacramento, CA.
Salary starts at \$6206 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:

Alina Evans, Chief of Staff
Office of Senator Josh Newman
Alina.Evans@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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