

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
POLICY ANALYST
OFFICE OF SENATOR STERN**

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, and meet with legislative advocates and other legislative staff members.

DUTIES:

Under the direction of the Senator and the Chief of Staff, the Policy Analyst develops and manages the Member's legislative agenda, in conjunction with the Legislative Director, and the Chief of Staff. The Policy Analyst prepares briefings for the Member on legislative issues and may serve as the principal substitute for the Member at legislative meetings. Analyzes legislation and provides policy consultation. Responsible for research and formulation of legislation and for meetings with proponents and opponents. Supervises staff including interns and fellows assigned to assist with legislation.

DESIRABLE SKILLS AND KNOWLEDGE:

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 Equal Employment Opportunities. Excellent oral and written communications skills and a strong policy and legislative process background, required, and a minimum of 4-6 years of legislative and budget experience, preferred. Candidates must have the ability to manage multiple projects, thrive under deadlines, and work well in a team environment.

ABILITY TO:

Perform administrative and policy-influencing functions effectively; organize and structure employee workload and supervise staff; communicate clearly and concisely; establish and maintain a cooperative and effective working relationship with staff. Perform thorough research into complex range of issues, including, but not limited to, human trafficking, domestic violence and reproductive health access; research and development, open data in government, and automation; youth civic engagement, campaign finance reform and juvenile justice; or green infrastructure banking, vehicle to grid integration, and climate change insurance. Perform a new and diverse range of tasks, e.g. optimizing district- and legislatively-related data tracking methods, streamlining internal communications systems, drafting policy briefings and white papers, or developing public relations campaigns.

Demonstrate excellent written, research, computer and communication skills. Must be able to work a flexible and highly demanding schedule.

POSITION QUALIFICATIONS / EDUCATION:

A Bachelor's Degree and legislative experience are preferred.

SALARY AND FINAL FILING DATE:

Salary starts at \$5,910 per month. Applications will be accepted until the position is filled.

**SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE
EMPLOYMENT APPLICATION TO:**

Shaina Brown

Shaina.Brown@sen.ca.gov

State Capitol, Room 5080

Sacramento, CA 95814