

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

BASIC FUNCTIONS:

Under the supervision of the Chief of Staff, the Policy Analyst will serve as the Policy Liaison to the State Senator representing California's 33rd Senate District. The Policy Liaison serves as the liaison with the Capitol office and the district office in the development of the legislative package, maintains cooperative relationships with regional community groups, local and state agencies, private interest groups and the public as it relates to legislation and policy, and advises the member on matter relating to press relations. This position is based in Long Beach.

DUTIES:

Provides insight on the policy and political climate of the district to better shape and inform the member's legislative agenda. Communicates on a continuous basis with the Legislative Staff in the Capitol on pertinent district and local issues. Communicates with district staff on legislative matters. Meets with stakeholders in the district and develops press releases related to legislation. Reviews legislation and corresponding analyses and advises the Member as it relates to district events and matters. In coordination with the Legislative Director and Chief of Staff, responds to constituent mail and phone inquiries regarding legislation and the Member's views on such matters. Schedules and assists in press conferences, TV and radio feeds, and interviews for the Member. Updates Member's web page with photos and pertinent information regarding Senatorial activities. In coordination with the Chief of Staff, is responsible for production and distribution of news releases, weekly news summaries, and op-ed pieces for Member. Ensures that the Member is kept abreast of news stories and other developments of particular interest. Provides the Member with material for speeches. May prepare monthly e-mail news letter.

DESIRABLE SKILLS AND KNOWLEDGE:

Candidates must have a deep understanding of the relevant issues effecting Senate District 33 and a strong sense of local government structures. Candidates must also have experience managing broad-based communications and media relations programs, as well as conceptualizing and drafting opinion editorials, letters to the editor and media pitches, and a strong understanding of the California legislative

process. Strong attention to detail and the ability to manage high level and competing priorities seamlessly. Strong time management with attention to deadlines. Experience using social media, various social media platforms and other online tools. Professional personality with strong, clear persuasive oral and written communication. Must be particularly adept in communicating with multiple audiences. Strong commitment to diversity of thought, backgrounds and perspectives.

ABILITY TO:

Establish and maintain cooperative and effective working relationships with internal and external parties regarding Legislation. Assess implications of news stories and public statements on legislative priorities of the Member; communicate clearly and concisely, orally and in writing; establish and maintain a cooperative and effective working relationship with staff, representatives of the press, and the general public.

POSITION QUALIFICATIONS AND EDUCATION:

Bachelor's degree required. Master's degree preferred.

PAY RANGE & FINAL FILING DEADLINE:

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

SUBMIT COVER LETTER, RESUME, REFERENCES, THREE WRITING SAMPLES, AND SENATE EMPLOYMENT APPLICATION TO:

Cynthia Alvarez, Chief of Staff
State Capitol, Room 2068
Sacramento, California, 95814
Cynthia.alvarez@sen.ca.gov