

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
POLICY ANALYST  
OFFICE OF SENATOR DAVE CORTESE  
(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 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. The Policy Analyst prepares briefings for the Member on legislative issues and may serve as the principal substitute for the Member at legislative meetings. Analyses 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.

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

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

**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:**

Sunshine Borelli, Chief of Staff

[Sunshine.Borelli@sen.ca.gov](mailto:Sunshine.Borelli@sen.ca.gov)