

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

BASIC FUNCTIONS

Under the direction of the Senator and the Chief of Staff, the Policy Analyst will have the opportunity to staff significant pieces of legislation, collaborate on a wide variety of policy projects, work with the legislative community in Sacramento, constituents of the 27th Senate District, and additional duties as required.

DUTIES

The Policy Analyst will help to develop and manage a large portion of the Senator's legislative package. He or she will be responsible for researching issues, negotiating and writing amendments, developing coalitions, authoring briefing memos and statements, analyzing proposed legislation and policies, staffing the Senator in meetings, and additional duties as required.

DESIRABLE SKILLS AND KNOWLEDGE

Excellent research, oral and written communications skills are required, along with the ability to manage multiple projects, work well under deadlines, and embrace a team-oriented philosophy and environment.

The ideal candidate will be able to analyze complex policy issues and "think outside the box" to solve problems and propose solutions, while at the same time he or she must be able to explain those complex issues in terms the public and others can easily identify with and understand.

Experience in and around the Capitol environment is strongly desired, but not required.

QUALIFICATIONS / EDUCATION

A Bachelor's Degree and legislative experience are preferred.

PAY RANGE & FINAL FILING DEADLINE

Salary starts at \$5,910 per month.

Applications will be accepted until position is filled.

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

Evan Goldberg

Office of Senator Henry Stern
evan.goldberg@sen.ca.gov

The Senate Employment Application can be found at:

https://www.senate.ca.gov/sites/senate.ca.gov/files/3089_application_employment_senate_extended_0718.pdf