

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

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, manage constituent correspondence, and meet with constituents, legislative advocates and other legislative staff members.

DUTIES:

Develops and manages the Member's personal legislation, in conjunction with input from Chief of Staff. The Policy Analyst prepares briefings for the Member on key legislative issues and may serve as the principal substitute for the Member at legislative meetings. Analyzes legislation and provides policy consultation in key areas of interest for the Member. Responsible for research and formulation of legislation and for meetings with proponents and opponents. Prepares a monthly legislative progress report for the Member, Chief of Staff and staff and provides legislative updates at staff meetings. Supervises staff including interns and fellows assigned to assist with legislation. The Policy Analyst may prepare a summary of the legislative package for distribution to staff.

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 EEO. 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 high administrative and policy-influencing functions effectively; organize and structure employee workload and supervise staff; communicate clearly and concisely, orally and in writing; establish and maintain a cooperative and effective working relationship with staff.

Demonstrate excellent written, research, computer and communication skills as well as having extensive contacts inside and outside the building. Meet the demands of the position including working long hours and being able to multi-task and work well under pressure and deadlines.

POSITION QUALIFICATIONS / EDUCATION:

A Bachelor's Degree and legislative experience are preferred.

SALARY AND FILING DATE:

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

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

Senate Human Resources
1020 N Street - Room 571
Sacramento, CA 95814