

**CALIFORNIA STATE SENATE
OFFICE OF SENATOR JEAN FULLER
JOB ANNOUNCEMENT**

POLICY ANALYST

BASIC RESPONSIBILITIES: Serve as a key legislative advisor to Senator Jean Fuller (R-Bakersfield). Additional areas may be assigned.

DUTIES AND ATTRIBUTES:

The Policy Analyst develops and manages the Member's personal legislation, in conjunction with input from Chief of Staff. The Policy Analyst must maintain natural curiosity and willingness to become a "jack of all trades" as needed. As such, the Policy Analyst must balance multiple high-priority tasks, demonstrate excellent verbal and written communication skills, and show an ability to work both independently and in a team environment. The Policy Analyst also prepares regular legislative progress report for the Member, Chief of Staff, staff, and provides legislative updates at staff meetings. Candidates must exhibit maturity, professionalism, good judgment, and high ethical standards, and maintain good relationships in politically contentious environment. Strong analytical skills are required.

POSITION QUALIFICATIONS: Ideal candidates will have experience in water, energy, education and have a familiarity with California politics. Minimum of 4-6 years of legislative experience and excellent oral and written communications skills. Candidates must have the ability to manage multiple projects, thrive under deadlines, and work well in a team environment.

PAY RANGE AND FILING DATE: Salary starts at \$5628 per month. Applications will be accepted until position is filled.

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

Dana Brennan
Office of Senator Jean Fuller
Dana.Brennan@sen.ca.gov