

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
POLICY ANALYST
OFFICE OF SENATOR JOHN M. W. MOORLACH, 37TH SENATE DISTRICT**

BASIC FUNCTIONS:

Coordinates with the Senator and Chief of Staff to develop, implement, and advance the Senator's policy priorities and legislative agenda.

DUTIES:

Develops the Senator's legislative proposals and maintains ownership over any related processes and documents, in conjunction with input from the Senator and Chief of Staff. Prepares briefings for the Senator on key legislative issues. May serve as the principal substitute for the Senator at legislative meetings. Directs creation of needed analysis, research, messaging and vote preparations for legislation in respective committee hearings and floor sessions by working with the Chief of Staff and legislative aides. Updates the Senator, Chief of Staff and member staff regularly on status of legislation and committee assignments. Participates in review office press communication, official and constituent letters and bill-related social media prepared by Senator, Chief of Staff, and Communications Director. Supervises legislative staff, interns, and fellows assigned to assist with legislation.

KNOWLEDGE OF:

The candidate should possess thorough knowledge of the legislative process, as well as the structure and policies of state government. Candidates should have a minimum of 3 years of legislative and budget experience and a thorough understanding of relevant policy and legislative processes. Candidates should have a love for arcane historical facts, appreciate working with a Certified Public Accountant, and be familiar with various accounting terms and practices. Candidates should also be conversant with the Senate's personnel rules, policies, and best practices pertaining to supervising, sexual harassment and equal employment opportunities.

ABILITY TO:

Perform high administrative and policy-influencing functions effectively; organize and structure employee workload and delegate responsibilities, as well as supervise staff among multiple tasks and platforms; communicate clearly and concisely, orally and in writing. Candidates must have the ability to manage multiple projects, thrive under deadlines, work well in a team environment and have a good sense of humor. The Legislative Director will perform other duties as necessary and as communicated by the Senator and Chief of Staff.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$5,628 per month, however, will consider a higher classification depending on experience. Position is open until filled.

Email resumes and cover letters to Lance Christensen at lance.christensen@sen.ca.gov.