

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

BASIC FUNCTIONS:

Under the direction of the Senator, the Chief of Staff and the Legislative Director, the Policy Analyst will be required to staff bills, provide policy and budget analysis, and represent the Member before constituents, legislative advocates and others.

DUTIES:

Under the direction of the Senator, the Chief of Staff, and the Legislative Director, the Policy Analyst will research, develop and staff legislation through the legislative process. The Policy Analyst will staff committees, prepare briefings for the Member on legislative and budget issues and may serve as the principal substitute for the Member at legislative meetings.

KNOWLEDGE OF:

The legislative process, as well as the structure and policies of state government. 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; communicate clearly and concisely; establish and maintain a cooperative and effective working relationship with staff and others.

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

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$5,628 per month. Applications will be accepted until the position is filled.

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

Lisa Gardiner, Chief of Staff, lisa.gardiner@sen.ca.gov
State Capitol, Room 2032
Sacramento, CA 95814

No phone calls please.