

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

**BASIC RESPONSIBILITIES:**

Serve as a Policy Analyst to Senator Beall. Additional areas may be assigned.

**DUTIES AND ATTRIBUTES:**

- Demonstrate excellent verbal and written communication skills.
- Demonstrate strong analytical skills.
- Established policy expertise, specifically having to do with staffing legislative proposals.
- Maintain natural curiosity and willingness to become a “jack of all trades” as needed.
- Have the ability to balance multiple high-priority tasks.
- Have the ability to work both independently and in a team environment.
- Maintain good relationships in politically contentious environment.
- Exhibit maturity, professionalism, good judgment, and high ethical standards.

**POSITION QUALIFICATIONS:**

Ideal candidates will have a minimum of 3-6 years of legislative and budget experience, excellent oral and written communications skills and a strong policy background required. 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 \$5,628. Applications will be accepted until position is filled.

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

Sunshine Borelli

State Capitol, Room 5066

Sunshine.Borelli@sen.ca.gov