

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
POLICY ANALYST
OFFICE OF SENATOR RICHARD PAN**

BASIC FUNCTIONS:

Under the direction of the Senator and the Chief of Staff, the Policy Analyst will compose and communicate policy analyses, including reviewing and summarizing existing research and science and its application to legislation and policy. The Policy Analyst may be required to handle a full bill package, review bill coauthoring opportunities, manage constituent and stakeholder correspondence, and meet and collaborate with constituents, legislative advocates and other legislative staff members.

DUTIES:

Under the direction of the Senator and the Chief of Staff, the Policy Analyst researches science and policy options to support development of the Member's legislative agenda, in conjunction with the Legislative Director, and the Chief of Staff. The Policy Analyst may compose reports and policy statements on behalf of the Senator. The Policy Analyst prepares briefings for the Member on legislative issues and may compose member communications to constituents and stakeholders and for publication. The Policy Analyst may serve as the principal substitute for the Member at legislative meetings and other events. Analyzes legislation and provides policy consultation. Responsible for research and formulation of legislation and for meetings with stakeholders. Supervises staff including interns and fellows assigned to assist with legislation.

KNOWLEDGE OF:

The legislative process, as well as the structure and policies of state government; scientific literature and research methods, preferably in the fields of public health and maternal and child health; the Senate's personnel rules, policies, and best practices pertaining to supervising, sexual harassment and Equal Employment Opportunities. Outstanding 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. Master's or doctoral degree preferred.

ABILITY TO:

Demonstrate outstanding writing, communications, research, and computer skills. Perform administrative and policy-influencing functions effectively; organize and prepare detailed, timely written reports with findings, conclusions, and recommendations; express ideas effectively both orally and in writing; communicate clearly and concisely; be self-motivated and structure employee workload and

supervise staff; establish and maintain a positive working relationship with the Senator and fellow staff members. Must be able to work a flexible and highly demanding schedule.

PAY RANGE & FINAL FILING DEADLINE:

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

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

Darin.Walsh@sen.ca.gov

Darin Walsh, Chief of Staff
State Capitol, Room 5114
Sacramento, CA 95814