

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

BASIC FUNCTIONS:

Under the direction of the Senator, the Chief of Staff and the Legislative Director, the Policy Analyst may be required to handle a full bill package, provide budget analysis, constituent correspondence, and meet with constituents, legislative advocates and other legislative staff members.

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.

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, plus benefits. Applications will be accepted until the position is filled.

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

Elizabeth Fenton, Chief of Staff
State Capitol, Room 5108
Sacramento, CA 95814
Elizabeth.fenton@sen.ca.gov