

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
POLICY ANALYST
OFFICE OF SENATOR MOORLACH - SENATE DISTRICT 37**

Senator Moorlach is seeking a hard-working, motivated, and insightful individual to work on policy and legislation as a Policy Analyst.

BASIC FUNCTIONS:

Under the direction of the Senator and the Chief of Staff, the Policy Analyst may be required to handle legislation and messaging, manage constituent correspondence, meet with constituents, legislative advocates and other legislative staff members.

DUTIES:

Under the direction of the Senator, the Chief of Staff and Legislative Director, the Policy Analyst assists in developing the Member's legislative agenda. The Policy Analyst analyzes legislation, provides policy consultation, prepares briefings for the Member on legislative issues and may serve as substitute for the Member at legislative meetings.

KNOWLEDGE OF:

Legislative process, as well as the structure and policies of state government; the Senate's personnel rules, policies, and best practices pertaining to supervising, sexual harassment and Equal Employment Opportunities. Prefer policy, legislative and budget experience. Desire excellent oral and written communications skills.

ABILITY TO:

Candidates must have the ability to manage multiple projects, thrive under deadlines, and work well in a team environment. Perform administrative and policy-influencing functions effectively; organize and structure employee workload; 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. Applications will be accepted until the position is filled.

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

Lance Christensen, Chief of Staff
lance.christensen@sen.ca.gov