

**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 staff bills and a committee, plan committee hearings, 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; assist in staffing the Joint Legislative Committee on Emergency Management, a high-profile committee in the wake of devastating wildfires; staff a number of policy issue areas as needed; 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; understand and communicate the priorities of the Senator; establish and maintain a cooperative and effective working relationship with staff and others.

Demonstrate excellent written, research, computer and communication skills.

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 9581 No phone calls please.