

**CALIFORNIA STATE SENATE
OFFICE OF SENATOR FRAN PAVLEY
JOB ANNOUNCEMENT**

POLICY ANALYST

BASIC RESPONSIBILITIES: Serve as a key communications advisor (press secretary) to State Senator Fran Pavley (D-Agoura Hills). Draft press releases, statements, speeches, talking points, power points, packets and quotes for internal and external communications.

DUTIES AND ATTRIBUTES:

- Display respect for process both internal to the team, within the Legislature, and to the media.
- Demonstrate excellent verbal and written communication skills.
- Established communications expertise.
- Maintain natural curiosity and willingness to become a “jack of all trades” as needed.
- Balance multiple high-priority tasks.
- Show 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 have media and persuasive writing experience and have a familiarity with California politics. Experience in energy, climate, or water policy areas preferred.

PAY RANGE AND FILING DATE: Salary is dependent on qualifications and job classification limits. Applications will be accepted until position is filled.

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

Liz Fenton
Office of Senator Fran Pavley
State Capitol, Room 5108
Sacramento, California 95814
Elizabeth.fenton@sen.ca.gov