



The League of California Cities invites your interest for the position of:

## **Policy and Legislative Affairs Analyst**

April 2022

### **Position Description: Policy and Legislative Affairs Analyst**

The League of California Cities is looking for a talented and professional Policy and Legislative Affairs Analyst. This position provides complex administrative, analytical, and professional support in day-to-day operations of assigned program, department, policy committee and/or legislative activities. Performs complex research, analysis and duties supporting a variety of program areas including legislative services, grassroots lobbying, policy development, department, and educational programs. Provides logistical support for lobbying activities; fills in for lobbyists; attends meetings and hearings; testifies at legislative hearings on behalf of assigned Lobbyists and Cal Cities. Collects, analyzes, and presents data; writes articles on complex policy issues; coordinates activities and information for task forces and policy development committees and serves as liaison between Cal Cities and member agencies and committees. Performs related duties as assigned.

### **Legislative Affairs Department**

The Legislative Affairs department is fundamental to the Cal Cities mission to protect local control. Supporting the development of policy and advocating cities interests, the department serves a vital link in the exchange of information between city officials and the Legislature, Governor, state agencies and various interest groups. The department works to shape issues that are important to cities operating from the belief that advocacy and policy development are most effective through coalition building and collaboration.

### **Cal Cities**

Headquartered in downtown Sacramento, since 1898 the League of California Cities has been an active partner in local government. Providing legislative advocacy, educational and informational services to cities, Cal Cities mission is to enhance the quality of life for all Californians by protecting local control. Reflecting the diversity of California, each Cal Cities employee is a vital partner in the organization's mission and success.

### **Cal Cities Culture**

Cal Cities is dedicated to creating a collaborative and inclusive environment where passionate professionals can thrive. We're looking for candidates who are focused, driven, and above all else, seeking deeper meaning in their work. If you also have a passion for public service, local government, advancing equity, and working with dynamic, talented teammates, this just might be the right place for you.

Employment opportunities are located at: <https://www.calcities.org/join-our-team>

**Reflecting the diversity of California, the League of California Cities is an equal opportunity employer.**

## Qualifications & Experience

Bachelor's degree in political science, economics, communications, history, planning, or a related field. Graduate degree in a related field is desirable. Two (2) years of progressively responsible experience with demonstrated success in legislative or local government research and analysis, including drafting letters, reports and written analysis or a combination of education and experience which provides the required knowledge, skills, and abilities. Subject matter expertise in areas of assignments is strongly desirable. Some direct connection to local government is desirable.

## Work Schedule & Office Location

Cal Cities' normal work week is Monday through Friday, 8:30 a.m. to 5 p.m. However, the position does require early morning, evening and weekend hours as dictated by responsibilities, workload, and legislative process. Overnight and multi-night travel as needed.

## Compensation & Benefits

**Salary:** Depending on qualifications.

**Retirement:** California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

**Deferred Compensation:** Employees may defer up to \$20,500 per year through Cal Cities ICMA/RC defined contribution plan.

**Health/Dental/Vision Insurance:** Employees participate in an optional benefit program that includes dental insurance, vision insurance and medical coverage selected from three HMO and two PPO plans.

**Life Insurance:** Employer-paid \$50,000 life insurance coverage for employees. Supplemental employee-paid coverage is available.

**Other Benefits:** Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover childcare and/or certain health care expenses.

**Vacation:** Two weeks annually; three weeks after five years of service.

**Holidays:** Employees receive twelve paid holidays annually.

**Sick Leave:** Employees earn twelve days annually.

## Recruitment/Decision Schedule

Recruitment for the Policy and Legislative Affairs Analyst will be ongoing until the position is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

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