



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

## Senior Fiscal & Policy Analyst

March 2019

### Position Description: Senior Fiscal & Policy Analyst

Provides complex financial analysis, expertise and advice to the organization on the full range of issues affecting city finance. Monitors historical trends, maintains and updates fiscal information available to cities. Analyzes proposed and enacted legislation, ballot measures, state budget proposals and court decisions affecting city finance. Perform in-depth research and analysis in other policy issue areas affecting cities, as assigned, which may include, but is not limited to economic development, housing and land use, public safety, environmental quality, and transportation. Coordinates activities and information for task forces and policy development committees; serves as liaison between League and member agencies and committees; may oversee staff on assigned projects.

### Legislative & Policy Development Department

The eleven-person legislative affairs department is fundamental to the League's 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.

### The League

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, the League's mission is to enhance the quality of life for all Californians by protecting local control. Reflecting the diversity of California, each of the League's employees is a vital partner in the organization's mission and success

### Qualifications & Experience

We seek a dynamic and experienced person to fill this critical role with the League of California Cities. Qualified candidates will have a background in state/and or municipal finance, including legislative or local government research and analysis, and demonstrated their capacity to research, write, think critically and work well with a wide variety of people in a professional environment. Candidates must have the ability to research, analyze and comprehend complex public policy issues that impact cities. The ability to clearly and concisely communicate research findings to a wide audience is a must. Superior customer service skills and the ability to work well within a positive team environment are

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essential. Candidates should have at least four years of professional experience successfully performing similar duties. Familiarity with legislation and the legislative process is required.

### Work Schedule and Travel

The League's normal workweek 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. Occasional overnight and multi-night travel.

### Compensation & Benefits

**Salary:** Depending on qualifications, the salary range begins at \$66,858 - \$93,601.

**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 \$19,000 per year through the League's 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 Senior Fiscal & Policy 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.

### Application Procedure

Please submit a cover letter, resume and salary requirements to:

- [careers@cacities.org](mailto:careers@cacities.org)
- Enter "Senior Fiscal & Policy Analyst" in the subject line.

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