



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

Legislative Policy Analyst I

March 2019

Position Description: Legislative Policy Analyst I

Perform research and analysis working with League lobbyists on major policy issues and legislation affecting cities. Work closely with city officials by serving as staff for various policy committees and interacting with internal League departments. Present research findings in writing and orally and serves as liaison between League and member city officials. Duties will include researching policy issues and legislation, preparing agendas, leading conference calls, summarizing meeting minutes, and writing newsletter articles.

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

Employment opportunities are located at: www.cacities.org/employment

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

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 \$46,228.

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 Legislative Policy Analyst I 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
- Enter "Legislative Policy Analyst I" in the subject line.

Employment opportunities are located at: www.cacities.org/employment

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