



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

Sr. Policy & Legislative Affairs Analyst

March 2021

Position Description: Sr. Policy & Legislative Affairs Analyst

Provides complex fiscal analysis, expertise and advice to the organization on the full range of issues affecting California local government finance. Monitors historical trends of local government finances and makes fiscal information available for policy development and member cities, including data collection and analysis. Analyzes proposed and enacted legislation, ballot measures, state and federal budget proposals and court decisions affecting city finance. Performs 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, retirement benefits, labor, environmental quality, and transportation. Coordinates activities and information for task forces and policy committees; serves as liaison between Cal Cities and member agencies and committees; may oversee staff on assigned projects.

Legislative Affairs Department

The Legislative Affairs department is fundamental to 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 of Cal Cities' 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 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 a Bachelor's

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degree from an accredited college or university with major work in finance, economics, political science, planning, or business and/or at least four years of professional experience successfully performing similar duties; possession of a Master's degree with major course work in finance, public administration, public policy or related field is desirable.. Familiarity with legislation and the legislative process is required.

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 occurs monthly.

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 \$19,500 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 Sr. Policy & 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.

Application Procedure

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

- careers@cacities.org
- Enter "Sr. Policy & Legislative Affairs Analyst" in the subject line.

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