



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Associate Governmental Program Analyst
- **Working Title:** Legislative Analyst
- **Salary:** \$5,383.00 - \$6,739.00 per month
- **Final Filing Date:** 09/06/21
- **Work Type/Schedule:** Permanent Fulltime
- **Work Location:** Sacramento County

Description:

Under the direction of the Legislative Coordinator (Staff Services Manager II) in the Legislative Division, the Legislative Analyst is responsible for the development of legislative bill analyses for the Department and for producing a variety of tasks associated with the legislative matters that affect the Department.

Desirable Qualifications:

- Excellent verbal and written communication skills.
- Ability to effectively communicate with various levels of management and staff, both in person and through written and verbal communications.
- Ability to develop and maintain effective working relationships and work cooperatively with others and to respond to inquiries from Department management and internal and external customers in a timely and effective manner.
- Strong critical analysis skills and be able to guide ad hoc working groups consisting of staff at all levels through complex, sensitive issues.
- Able to assimilate and evaluate input from various sources, develop alternative courses of action, and make objective recommendations.
- Ability to develop cooperative working relationships; reason logically and creatively; and utilize a variety of analytical techniques to resolve complex legislative issues.
- Ability to work with minimum direction and supervision; to initiate action independently; and to handle multiple assignments simultaneously.

Please click [here](#) to apply.