



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:** 11/07/21
- **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:

- The position requires excellent verbal and written communication skills. The incumbent must have 2+ years of work experience effectively communicating with various levels of management and staff, both in person and through written and verbal communications (reports, memos, presentations).
- The incumbent must have experience developing and maintaining 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.
- The incumbent must have work 2+ years of work experience using strong critical analysis skills and to guide ad hoc working groups consisting of staff or stakeholders at all levels through complex, sensitive issues and arriving at shared solutions.
- The incumbent must have experience assimilating and evaluating input from various sources, developing alternative courses of action, and making objective recommendations. Experience collecting and analyzing data of 2+ years and an ability to make decisions and recommendations based on that data is also desired.
- The incumbent must have work experience developing cooperative working relationships; reasoning logically and creatively; and utilize a variety of analytical techniques but especially a social equity lens to resolve complex legislative issues.
- The incumbent must have experience working with minimum direction and supervision; to initiate action independently; and to handle multiple assignments simultaneously.
- The idea candidate would have 2+ years of experience writing legislative analyses at any level of government or for an organization, working in a legislative office or similar role, or working in a policy research/advocacy role or any similar role.

Please click [here](#) to apply.