



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Associate Governmental Program Analyst
- **Working Title:** Telework Option: Legislative Analyst
- **Salary:** \$5,383.00 - \$6,739.00 per month
- **Final Filing Date:** 06/10/22
- **Work Type/Schedule:** Permanent Fulltime
- **Work Location:** Sacramento County

This position is eligible for hybrid telework under Government Code 14200 for eligible applicants residing in California

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 the ability to effectively communicate with various levels of management and staff, both in person and through written and verbal communications.
- The incumbent must have the 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.
- The incumbent must have strong critical analysis skills and be able to guide ad hoc working groups consisting of staff at all levels through complex, sensitive issues.
- The incumbent must be able to assimilate and evaluate input from various sources, develop alternative courses of action, and make objective recommendations.
- The incumbent must have the ability to develop cooperative working relationships; reason logically and creatively; and utilize a variety of analytical techniques to resolve complex legislative issues.
- The incumbent must have the ability to work with minimum direction and supervision; to initiate action independently; and to handle multiple assignments simultaneously.

Please click [here](#) to apply.