

Position Announcement

Policy Analyst

Washington State Senate Democratic Caucus

Closing Date: May 18, 2016

The Washington State Senate Democratic Caucus (SDC) is seeking candidates for a policy analyst or counsel position with the caucus staff. The SDC consists exclusively of Democratic members of the Washington State Senate. SDC will fill policy analyst positions addressing some combination of the policy issues covered by the following committees:

- [Agriculture, Water & Rural Economic Development](#)
- [Financial Institutions & Insurance](#)
- [Transportation](#)

Caucus staff typically cover issues in at least two Senate committees/policy fields. Click [here](#) for a listing of all Senate standing committees. SDC staff value public service and are part of a professional staff that provides policy and strategic support to Democratic Senators.

POSITION DESCRIPTION: Work with analysts, attorneys and writers to help Democratic Senators develop legislation. Responsibilities include:

- Anticipate public policy challenges, explore options, and make recommendations.
- Consult with senators, citizens, interest groups, and government officials to find workable solutions to complex problems and advance a Democratic legislative agenda for individual members and the caucus as a whole.
- Draft legislation, amendments, strategy memorandums, and briefing papers.

SALARY AND BENEFITS: This full-time exempt position includes vacation, sick leave, paid state holidays, retirement, social security, health, life and other optional insurance. Salary depends upon qualifications and experience.

SKILLS

- Work under the pressure and time constraints of a legislative session
- Research and analyze complicated public policy issues
- Research laws and professional literature
- Work in teams as well as independently
- Be pro-active and self-directed
- Communicate clearly and concisely in writing and orally
- Handle multiple projects simultaneously
- Appreciate diverse viewpoints
- Think strategically, both short-term and long-term
- Deal with conflicting and fast-changing demands on your time and skills

QUALIFICATIONS

- Minimum of 5 years of public policy or related work experience
- Graduate degree in public administration, business administration, economics, law or other relevant field
- Knowledge of the legislative process

TO APPLY: Please submit by May 18, 2016, preferably by email:

1. Your resume
2. A letter of interest responding to items in this announcement
3. A list of references with current phone numbers
4. Recent samples of your writing (2 to 3 brief examples, no more than 5 pages each)

TO:

Peter Dodds

Senate Democratic Caucus

358 Cherberg Building

Olympia, WA 98504-0464

(360) 786-7477

peter.dodds@leg.wa.gov

The Washington State Senate is an Equal Opportunity Employer.