



## Policy Analyst

The Colorado State Senate Majority Office is seeking a policy professional to assist the caucus in the development of legislation and strategically executing our legislative agenda. The Policy Analyst will join a policy team of four, whose primary role is to support and manage all of the legislation that comes before the Colorado State Legislature. The position will serve as primary staff support to several committees, assisting members with policy analysis and research for the legislation assigned to their committees, as well as organizational support for the Committee Chair. Our policy analysts provide critical support to Senate Leadership and caucus staff in committee management and the overall execution of caucus priorities. This is a full-time, year-round position and reports directly to the Chief of Staff and Deputy Chief of Staff.

The Policy Analyst position provides vital support to the Senate members of the committees that they manage by attending all hearings, participating in Democrat member discussions, and providing policy research and support on various issues that arise throughout the legislative process. The Policy Analyst will read and analyze a substantial amount of legislation, providing summaries and identifying potential issues and remedies, and will be expected to perform in-depth research of specific legislative issues and existing statutes. This position helps facilitate stakeholder outreach concerning legislation or related issues and works closely with their counterparts in the House and Governor's office. The Policy Analyst also coordinates closely with the other members of the policy team, as well as the communications team, and staff leadership to provide insight into the policy that comes before their assigned committees.

### Responsibilities Include:

#### General Policy Analysis

- Conduct policy research and analysis for caucus members in developing legislation
- Read and analyze bills before introduction to provide brief summaries and note any potential concerns
- Facilitate stakeholder outreach concerning legislation, including coordination with legislative staff of the House and Governor's office
- Create, and regularly update, support materials for the legislative process, including tracking spreadsheets and briefing memos
- Meet with lobbyists and organizations regarding specific pieces of legislation

#### Committee Support

- Read and analyze all bills that are scheduled before the committee to proactively identify areas of discussion for committee
- Provide guidance to Chair regarding committee schedules and meeting agendas
- Prepare materials in advance of committee and prep meetings to guide discussion
- Staff and track committee hearings, noting decision items, discussion topics, and troubleshooting problems as they arise
- Research and provide guidance on all Senate-confirmed appointments referred to the committee

**Preferred Skills and Experience:**

- Experience in policy analysis and development, preferably in Colorado
- Working knowledge of Colorado statutes
- Excellent communication and interpersonal skills with an interest in working on a team
- Demonstrated ability to summarize complex ideas into concise and comprehensible bullet points
- Ability to work independently
- Strong critical thinking skills with an orientation toward problem solving
- Detail-oriented with strong organizational skills
- Strong drive and self-motivation; a willingness to work long hours and under tight deadlines
- Proven track record of managing multiple projects at one time and prioritizing time effectively
- Solid judgment and political sense, honesty, and discretion
- A passion for progressive politics

**Compensation**

Compensation is commensurate with experience and within the range of \$65,000-70,000. We provide a competitive benefits package, including health and dental insurance covered mostly by the employer, life insurance covered by the employer, your choice of a Defined Benefit or Defined Contribution PERA retirement plan, 10 paid sick days and 12 paid vacation days per year (not including state and federal holidays), a generous flex schedule during the legislative interim, and a free parking space.

**How to Apply**

To apply for this position, please send a resume and a cover letter explaining your interest in and qualifications for the position to Arriana Belkin at [arriana.belkin.senate@gmail.com](mailto:arriana.belkin.senate@gmail.com). Please put "Policy Analyst" in the subject field of your email. The deadline to apply for this position is Sunday, November 13th at 6pm, however applications will be considered on a rolling basis, so applicants are encouraged to submit their materials as soon as possible.

\*\*\*Equal Opportunity: We welcome applicants from all walks of life, and strongly encourage individuals of color, women, LGBTQ, immigrant, refugee, people with disabilities, and other communities to apply.\*\*\*