



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA**

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-19-20	POSITION TITLE: Policy Advisor
OPENING DATE 12-12-19	CLOSING DATE: Open until filled
FIRST SCREENING DATE:	TOUR OF DUTY: 9:00 a.m. – 5:30 p.m.
NO. OF VACANCIES: One	OFFICE: Office of Councilmember Elissa Silverman Committee on Labor and Workforce Development
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

COMMITTEE BACKGROUND

The Committee on Labor and Workforce Development is a standing committee of the Council of the District of Columbia that primarily focuses on labor and employment policy. The committee exercises oversight over executive agencies, boards, commissions and offices; conducts annual performance and budget hearings of agencies in the committee’s jurisdiction; responds to problems that exist or may arise within agencies and/or instrumentalities of the District of Columbia government; directly responds to constituent requests; and reviews proposed contracts and budget requests and modifications. The Committee is also responsible for analyzing, developing, and recommending all labor and employment legislation that is introduced at the Council. The agencies under the purview of the Committee on Labor and Workforce Development are: the the Department of Employment Services, the Workforce Investment Council, the Department of Human Resources, the Office of Employee Appeals, Public Employee Relations Board, and Office of Labor Relations and Collective Bargaining.

OVERALL POSITION DESCRIPTION

The policy advisor is the subject-matter expert for all agencies and/or issues that fall under his or her portfolio and provides advice and guidance to the councilmember and committee director on legislation and policy related to his or her subject area. The committee expects the portfolio of the policy advisor to focus on District workforce development system, including the Department of Employment Services; additional assignments are possible in line with the hire’s interests or expertise. The policy advisor may also handle legislative and policy issues outside of the Committee on Labor and Workforce Development, including matters related to health, criminal justice, the environment, and government operations.

RESPONSIBILITIES OF THE POLICY ADVISOR

- Develop expertise in the activities and budgets of assigned agencies within the committee.
- Advise committee director and committee chairperson on policy content and strategy.
- Carry out strategies on issue oversight and legislation to realize the chairperson's agenda.
- Maintain relationships with District and federal agencies, interest groups, advocates, Council and Executive staff, constituents, and residents.
- Analyze and review the annual proposed fiscal year budgets of assigned agencies within the committee and prepare performance and budget oversight materials for the chairperson.
- Work with the Council's budget office to analyze agency spending for purposes of making recommendations on the District's fiscal year budget.
- In collaboration with stakeholders, draft legislation on topics related to labor, workforce development, and other matters within the committee's jurisdiction.
- Provide legal and policy analysis of legislation referred to the committee.
- Suggest topics for oversight hearings and prepare the chairperson. Develop hearing questions based on knowledge of the operations of the particular agency.
- Prepare the Committee Chairperson for hearings on legislation under the purview of the committee. Develop hearing questions based on an understanding of policy.
- Prepare committee reports, policy memoranda, written remarks, talking points, press releases, and fact sheets on legislation and the budget.
- Review contracts, collective bargaining agreements, and budget requests and modifications.
- Ensure agency compliance with legislative mandates.
- Attend relevant agency and community meetings.
- Monitor current events and best practices in local, state, and federal policy within assigned portfolio.

Skills and Competencies required:

- Knowledge – Keep up with current trends in areas of expertise and be willing to maintain up-to-date knowledge and skills.
- Decision Making – Make sound, well-informed and objective decisions. Identify and understand issues, problems, and opportunities and encourage new ideas and innovations. Develop new insights into situations and use effective approaches for choosing a course of action or developing appropriate solutions.
- Strategizing – Develop and carry out medium and long-term strategies to move forward the chairperson's agenda.
- Organizing Work – Approach work in a methodical manner. Keep track of details to ensure work is performed accurately and is completed on time. Allocate time and resources effectively and coordinates efforts with all affected parties.
- Adaptability – Demonstrate the ability to adapt quickly to changing conditions or performance expectations. Maintain productivity while performing multiple assignments. Effectively evaluate and use new ideas to enhance results. Able to focus on assignments during periods of change or uncertainty.
- Communications – Communicate with individuals and groups effectively and professionally, (verbally and in writing). Make clear and convincing oral presentations. Listen effectively and clarify information as needed. Write in a clear concise, organized, and convincing manner for the intended audience.
- Initiating Action – Take prompt action when confronted with a problem or made aware of a situation, as well as in carrying out assigned projects.
- Relationship Management – Develop and manage collaborative relationships to carry out assignments and Council goals and objectives. Utilize tact, diplomacy, and ethical behavior in dealing with others.

ATTRIBUTES

Applications of this position must have experience in public policy development, research or advocacy. The strongest candidates will also have expertise or experience with workforce development and employment policy and/or familiarity with the Council's annual fiscal year budget process and the operations of the District government.

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

DOMICILE REQUIREMENT: An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO Statement: The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

HOW TO APPLY:

Interested applicants are asked to email a cover letter and resume to Sam Rosen-Amy at srosenamy@dccouncil.us