



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

POSITION VACANCY ANNOUNCEMENT

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| ANNOUNCEMENT NO: CDC – 23 – 109 | POSITION TITLE: Legislative Counsel/Analyst |
| OPENING DATE: 12/09/2022 | CLOSING DATE: Open until filled |
| SALARY RANGE: \$65,000 - \$85,000 | TOUR OF DUTY: Monday-Friday: 9am-5:30pm |
| NO. OF VACANCIES: One (1) | OFFICE: Councilmember Kenyan McDuffie |
| 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.

POSITION OVERVIEW:

The Office of Councilmember McDuffie seeks a Legislative Counsel. The incumbents of this position provide legislative and/or legal services to the Committee chaired by Councilmember McDuffie to support and assist with the formulation and execution of the overall legislative agenda of the Committee. These legislative and/or legal services include the drafting, monitoring and analysis of legislation, preparation of legislative or legal memorandums on the interpretation of legislation and/or the constitutionality of provisions of existing law or of proposed legislation. Standing Committees of the Council review, analyze and make recommendations to the full Council relative to legislation that is officially referred to one of the standing committees. The Committees of the Council provide detailed review of proposed legislation prior to the measure being voted on by the full Council. Committees are responsible for conducting hearings on proposed legislation and oversight matters. The Committees respond to problems that exist or may arise within agencies and/or instrumentalities of the District of Columbia government; directly respond to constituent requests; review proposed contracts and reprogramming; exercise oversight over executive agencies, boards, commissions, and offices; and conduct annual performance oversight and budget hearing. The incumbents of this position reports to the Committee Director.

POSITION ATTRIBUTES:

- Serve as the resident legislative and/or legal expert on the legislative history of programs, functions, and activities for a wide range of departments, agencies, offices in the District of Columbia government.

- Draft legislation, amendments, public hearing questions, opening statements, presentations, and discussion points for legislative and Committee meetings.
- Monitor legislation and issues pending in the Council. Draft legislation, amendments, reports, or memorandums and talking points on these matters.
- Consult with Executive Branch officials, other Councilmembers and Council staff, citizens and business stakeholders and advocacy groups on proposed or pending legislation.
- Analyze and review proposed operating and capital budgets and other financial information associated with a variety of departments, agencies, offices, or programs.
- May serve as the Councilmember's representative to task forces, advisory boards, or commissions. Prepare documentation that summarizes the actions of these groups and identifies any follow up activities and the responsible individuals. Research and analyze issues and writes issue papers that include recommendations for a course of action.
- Monitor developments and enactments of federal legislation for possible impact on local laws or on pending District of Columbia legislation.
- Respond to oral and/or written inquiries from members of the public, business leaders, advocacy groups to the Councilmember. Investigate the issues; review, if appropriate, pending legislation; and compose correspondence.
- Develop issue papers for oversight hearings. Develop hearing questions based on expert knowledge of the operations of a department, agency, or office.
- Review new legislation that is pending before the Council for consideration. Identify the need for special reports that may include trends in specific program management, program development, and program evaluation results for specific initiatives or legislation.

QUALIFICATIONS:

Successful incumbents of this position will have a Law or Advanced Degree from an accredited college or university and exhibit the possession of the skills and competencies for a legislative counsel/analyst to an elected official. The successful incumbent will also have expertise, knowledge, or experience in a variety of programs, functions, and activities of the agencies in the DC government, particularly economic development, small business, banking, and insurance.

In some cases, work experience that demonstrated a thorough knowledge in the legislative process, drafting legislation, and monitoring the legislative process would be acceptable in addition to the knowledge and experience in the programs, functions, and activities of a variety of agencies in the DC government, particularly economic development, small business, banking, and insurance. In either case, education or experience must show both breadth and depth and demonstrate the possession of the organizational skills and competencies.

DESIRED REQUIREMENTS:

- Law or advanced degree preferred
- Working knowledge of the fields of community economic development, small business development, finance, District policy and politics
- Strong relationship builder with experience working across a diverse range of partners
- Excellent interpersonal and communication skills
- Enjoy working in and bringing clarity to ambiguous situations
- Energized by the mission and work of DC City Council

HOW TO APPLY:

Interested applicants are asked to email a cover letter, resume, and two writing samples to Laisha Dougherty at Ldougherty@dccouncil.gov with Legislative Counsel/Analyst in the subject line.

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.)

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.

COVID-19 VACCINATION POLICY:

The highest priority for the Council of the District of Columbia ("Council") is providing a safe and healthy workplace for our employees. To ensure a continued focus on our employees' well-being, as well as the health and safety of our volunteers, contractors and visitors we have devised this mandatory COVID-19 vaccination policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all parties. In light of medical and scientific data that confirms the safety and effectiveness of the COVID-19 vaccines, and to safeguard Council employees, volunteers, contractors, and visitors, the COVID-19 vaccine is mandatory for all employees, volunteers and contractors providing on-site services, except those with an approved religious or medical use exemption. All new hires must present proof they have been fully vaccinated against COVID-19 no later than one week prior to their start date or submit a Request for Vaccine Exemption Accommodation Form.

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.
