



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

## POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: <b>CDC-23-117</b>	POSITION TITLE: <b>Legislative Policy Advisor</b>
OPENING DATE: <b>02/17/2023</b>	CLOSING DATE: <b>Open until filled</b>
SALARY RANGE: <b>\$80,000 - \$90,000 per year</b>	TOUR OF DUTY: <b>Monday - Friday 9am - 5:30pm</b>
NO. OF VACANCIES: <b>One (1)</b>	OFFICE: <b>Councilmember Brooke Pinto Committee on the Judiciary and Public Safety</b>
TYPE OF APPOINTMENT: <b>Full-Time Excepted Service</b>	DURATION OF APPOINTMENT: <b>At-Will</b>
AREA OF CONSIDERATION: <b>Open to the Public</b>	LOCATION: <b>John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004</b>

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

### POSITION OVERVIEW

Councilmember Brooke Pinto is seeking to hire a Legislative Policy Advisor to serve as staff for the Committee on the Judiciary and Public Safety with the Council of the District of Columbia. The Committee has oversight of the following Executive agencies: Municipal Police Department, Office of the Attorney General, Office of Neighborhood Safety and Engagement, Department of Corrections, Homeland Security and Emergency Management Agency, Department of Forensic Sciences, Deputy Mayor for Public Safety and Justice, Fire and Emergency Medical Services Department, Office of the Chief Medical Examiner, Office of Unified Communications, Office of Victim Services and Grants, DC Judicial Nomination Commission, and the Commission on Women and Girls, among others.

The Legislative Policy Advisor is responsible for preparing the Committee Chair in the conduct of hearings on proposed legislation and oversight matters. Responsibilities for this position include drafting, monitoring, and analyzing legislation; preparing legislative or legal memoranda on the interpretation of legislation; reviewing proposed contracts and reprogramming; responding to constituent requests; exercising oversight over

executive agencies and boards; and managing the annual performance and budget process for agencies within portfolio.

### **POSITION ATTRIBUTES**

The incumbent is expected to:

- Serve as the resident legislative and legal expert on the legislative history of programs, functions, and activities of the departments, agencies, and offices assigned to the staff member.
- Write legislation, amendments, committee reports, hearing questions, opening statements, correspondence, and presentation and discussion points for legislative and Committee meetings.
- Consult with Executive Branch officials, other Council offices, citizen 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 the assigned departments, agencies, offices, or programs.
- Respond to oral and written inquiries from the general public, business leaders, advocacy groups.

### **INCUMBENT ATTRIBUTES:**

- MPP required.
- The successful candidate will possess substantive policy or legal experience in one or more of the following areas: criminal and restorative justice; public safety; rehabilitation; violence interruption; youth justice; enforcement of the District's laws and regulations; and homeland security and resilience.
- Must be a resident of the District of Columbia at the time of appointment or obtain residency within 180 days of appointment.
- Must be fully vaccinated against COVID-19.

Skills and Competencies required:

- Adaptability – Demonstrates the ability to adapt quickly to changing conditions or performance expectations. Maintains productivity while performing multiple assignments. Effectively evaluates and uses new ideas to enhance results.
- Accountability – Accepts accountability for achieving results and takes responsibility for outcomes. Identifies ways to enhance individual and group performance in order to make greater contributions to the Council. Takes a proactive approach, anticipating and addressing issues before they arise.
- Communications – Communicates with individuals and groups effectively and professionally (verbally and in writing). Makes clear and convincing oral presentations. Listens effectively and clarifies information as needed. Writes in a clear, concise, organized, and convincing manner for the intended audience.
- Judgment – Analyzes information and makes correct inferences or draws accurate conclusions. Considers possible implications and alternatives when making decisions and considers other perspectives before making a decision.
- Organizing Work – Approaches work in a methodical manner. Keeps track of details to ensure work is performed accurately and completed on time. Allocates time and resources effectively and coordinates efforts with all affected parties.

- **Research** – Uses the appropriate assumptions, methods, and analytical approaches to obtain requested information. Demonstrates the ability to analyze collected information and provide recommendations on how the information should be used, shared, and documented.

## **PERFORMANCE ENVIRONMENT**

This position requires work in a high paced, team environment that is also sometimes stressful with minimal supervision. All work is typically performed in an office setting, although the position will include opportunity for remote work. Performance expectations will be developed with the Chief of Staff, Committee Director, and Chair. Occasional evening and weekend availability is required.

## **SALARY & BENEFITS**

\$80,000 - \$90,000, dependent on candidate experience. The Council of the District of Columbia offers a generous compensation and benefits package, including health, dental, and vision insurance, basic life insurance, flexible spending accounts, short and long-term disability insurance, 401(a) and 457(b) retirement savings plans, transit benefits, annual and sick leave, paid family leave, and student loan repayment assistance.

## **HOW TO APPLY:**

Qualified candidates should submit a cover letter and resume to Committee Director, Michael Porcello at [mporcello@dccouncil.gov](mailto:mporcello@dccouncil.gov)

**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.)

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## **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.

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**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.

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