



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

POSITION VACANCY ANNOUNCEMENT

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| ANNOUNCEMENT NO: CDC-23-131 | POSITION TITLE: Legislative Analyst/Policy Advisor |
| OPENING DATE: 08/22/2023 | CLOSING DATE: Open until filled |
| SALARY RANGE: \$65,000 - \$75,000 | TOUR OF DUTY: Monday-Friday: 9am-5:30pm |
| NO. OF VACANCIES: One (1) | OFFICE: Councilmember Janeesa Lewis George - Ward 4 Committee on Facilities and Family Services |
| 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:

Ward 4 Councilmember and Chair of the D.C. Council’s Committee on Facilities and Family Services, Janeese Lewis George, seeks a Legislative Analyst or Policy Advisor. The position will maintain a “crossover” portfolio of legislative and oversight matters that may include both Committee and non-Committee policy areas. Ours is a high-volume and fast-paced office, primarily focused on operations and maintenance of District facilities, child welfare systems, and services for persons with disabilities. The idea candidate will have knowledge of these areas in addition to a combination of subject matters related to other Council committees on which the Councilmember serves including public works, transportation and the environment, and labor issues.

This position reports to the Legislative Director.

Duties may include:

- Quickly developing subject matter expertise in all agencies, legislation, policies, and issues within the assigned portfolio,
- Acting independently and with authority to build and maintain strong relationships with District and federal agency staff, Council staff, advocates, stakeholders, and constituents,

- Drafting legislation for introduction by the Councilmember, including identifying issues ripe for legislative or regulatory action,
- Identifying and responding to oversight issues that are within the assigned portfolio and responsive to the Councilmember’s priorities,
- Analyzing and reviewing proposed budgets of assigned agencies and preparing performance and budget oversight materials for the Councilmember,
- Preparing and staffing the Councilmember for oversight and legislative hearings,
- Drafting thorough, accurate, and persuasive committee reports, memoranda, letters, written remarks, and talking points,
- Assisting the communications team in developing news releases and messaging for social and traditional media in the assigned portfolio,
- Reviewing agency contracts and budget matters throughout the fiscal year,
- Reviewing proposed legislation and regulations before the Council and provides recommendations for action,
- Ensuring agency compliance with legislative mandates,
- Responding to agency- or issue-related constituent services issues,
- Attending relevant agency and community meetings, and
- Monitoring current events and best practices in local, state, and federal policy within the assigned issue portfolio.

SKILLS AND QUALIFICATIONS:

- Displays initiative, passion, and empathy.
- Possesses exceptional writing ability for a variety of audiences.
- Adapts quickly and intuitively to changing political and legislative environments.
- Strong critical thinking skills and work ethic.
- Ability to work collaboratively and with diverse constituencies.
- Commitment to strategically using the legislative process to achieve social change and racial and environmental justice.
- J.D. or master’s degree preferred; experience in relevant law, policy, or agency matters listed in the position overview preferred.
- District residency at the time of hiring or within 180 days thereafter required.
- ***Bilingual English & Spanish strongly preferred.***

HOW TO APPLY:

Please send a resume and cover letter to Kelly Hunt, Chief of Staff, at khunt@dccouncil.gov. Please include “Legislative Analyst/Policy Advisor” 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.

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.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL'S HUMAN RESOURCES DIVISION