



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC – 26 - 0126	POSITION TITLE: Senior Policy Analyst (Subcommittee)
OPENING DATE: 01/26/26	CLOSING DATE: Open until filled
SALARY RANGE: \$95,000 - \$105,000	TOUR OF DUTY: Monday-Friday: 9am-5:30pm Weekend and Evening availability required
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Wendell Felder
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 Ward 7 Councilmember Wendell Felder is seeking to hire a Senior Policy Analyst to support the Subcommittee on Local Business Development, which has oversight responsibility for the Department of Small and Local Business Development (DSLBD) and the Robert F. Kennedy Memorial Stadium Community Benefits Oversight Committee (CBOC). The Senior Policy Analyst will play a lead role in developing and executing the subcommittee's workplan, supporting legislative development, and advancing oversight and budget priorities. The Senior Policy Analyst will work closely with the Legislative Director and Chief of Staff to ensure alignment with the Councilmember's broader legislative agenda.

DUTIES AND RESPONSIBILITIES:

- **Subcommittee Planning & Oversight:** Conducts robust oversight of agencies within the committee's jurisdiction. Develops and manages the subcommittee's workplan, timelines, and deliverables. Supports planning and execution of hearings, roundtables, and briefings.

- **Policy Research and Analysis:** Conducts policy research and analysis to support and advance the subcommittee's priorities.
- **Legislative Drafting and Preparation:** Drafts legislation, amendments, reports, and policy related to local business development and the RFK Stadium Redevelopment Community Benefits.
- **Legislation Monitoring and Strategy:** Tracks legislation, amendments, and emerging policy issues related to the subcommittee; provide timely strategic guidance on legislative positions, impacts, and next steps. Formulates questions and lines of inquiry on legislative proposals, oversight or budget matters.
- **Intergovernmental and Stakeholder Engagement:** Coordinates with Executive Branch agencies, other Council offices, community stakeholders, advocates, and industry representatives on subcommittee matters. Reviews Mayoral nominations, contracts, and reprogramming request subject to the committee review and make recommendations to the Councilmember regarding appropriate action.
- **Budget and Fiscal Analysis:** Analyzes operating and capital budgets, fiscal impact statements, and performance data for agencies that fall within the subcommittee's purview; supports budget hearings, amendments, and negotiations.
- **Constituent and Public Inquiries:** Responds to legislative-related inquiries from constituents, advocacy organizations, and external stakeholders with accuracy and professionalism.
- **Availability and Additional Duties:** Maintains availability for evening and weekend Council meetings, hearings, and community events as needed; performs other duties in support of the Councilmember's legislative agenda.

SKILLS AND QUALIFICATIONS:

- J.D, M.P.P., or comparable postgraduate degree preferred
- At least two (2) years prior demonstrated experience in legislative analysis, drafting, public policy, and/or advocacy.
- Background or interest in DSLBD-related programs (small business development, business improvement districts)
- Must be a resident of the District of Columbia at the time of appointment or obtain residency within 180 days of the appointment.

COMPETENCIES REQUIRED:

- **Legislative & Policy Leadership:** Demonstrates advanced knowledge of legislative processes, parliamentary procedure, and public policy development. Leads the drafting, analysis, and negotiation of legislation, amendments, and policy proposals. Provides strategic guidance to elected officials on legislative priorities, political considerations, and policy impacts.

- **Strategic Agility & Adaptability:** Adapts quickly and effectively to shifting priorities, political dynamics, and time-sensitive demands. Maintains high performance while managing multiple complex assignments under pressure. Embraces innovation and continuous improvement to enhance legislative outcomes and operational effectiveness.
- **Accountability & Results Oriented:** Takes full responsibility for delivering high-quality legislative products and meeting deadlines. Proactively identifies risks, anticipates challenges, and implements solutions before issues escalate. Continuously assesses and improves individual and team performance to advance the Councilmember's policy agenda and office goals.
- **Effective Communication & Stakeholder Engagement:** Communicates clearly, persuasively, and professionally with diverse audiences, including elected officials, agency leadership, advocates, and constituents. Produces clear, concise, and well-reasoned written materials such as legislation, policy memos, testimony, and briefing documents. Demonstrates strong listening skills and tailors messaging to technical, political, and public audiences.
- **Work Planning & Organizational Management.** Organizes and prioritizes work in a structured and efficient manner. Manage legislative calendars, workflows, and deadlines with precision. Allocates time and resources effectively, coordinates across teams and agencies, and ensures accuracy and timeliness in all deliverables.
- **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:

Incumbents of this position will be required to work in a high-paced, team environment that can at times be stressful or involve minimal supervision. The need to respond to emergent issues may require availability beyond the 9:00am – 5:30pm workday. Work is performed in an office setting with opportunities to work remotely.

Due to the nature of government work, staff may encounter events, decision points, or interactions with constituents involving a high degree of trauma. Incumbents of this position are asked to recognize and communicate – to their level of comfort and confidentiality – when the content of their work may affect them personally or emotionally and are encouraged to request help from their colleagues when needed.

Regular recess periods and the cyclical nature of the Council's legislative calendar provide opportunities to balance out periods of necessarily high-intensity work. The office strives to create a leave policy and overall

culture to minimize the potential for burnout, or to identify and correct it when it may arise.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Three References
- Please include “**Senior Policy Analyst**” in the subject line and **submit application materials to Delia Houseal, Chief of Staff** at dhouseal@dccouncil.gov.
- **NO PHONE CALLS**, please. Applicants will only be notified if granted an interview.

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 and subsidized public transportation.

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.
