



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-26-0203	POSITION TITLE: Policy Advisor
OPENING DATE: 02/03/2026	CLOSING DATE: Open until filled First Screening date is 02/16/2026
SALARY RANGE: \$85,000 - \$95,000 per year This is a limited term position that expires 12/31/26	TOUR OF DUTY: Monday - Friday 9am - 5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Christina Henderson
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:

At-Large DC Councilmember Christina Henderson is seeking a highly motivated Policy Advisor for calendar year 2026 to help develop and execute policy and legislative strategy regarding the Department of Insurance, Securities, and Banking (DISB), and to conduct select special projects on health insurance programs, health facility financing, and other District public health programs.

Councilmember Henderson is committed to collaborative, innovative, and equitable policy making. The person in this position will work closely with the Councilmember and the Committee on Health team. A successful applicant will have experience and knowledge of financial services regulation, insurance, banking, and securities oversight. The position is well suited for a candidate with a strong background in economics, financial regulation, or insurance markets who can also apply that expertise to health care and health facility economics.

ESSENTIAL JOB FUNCTIONS:

- Researching, drafting, and moving legislation through the legislative process, with a focus on DISB and special projects for the Health Committee.
- Analyzing performance metrics and proposed budgets of DISB and health agencies.
- Preparing for oversight and budget public hearings, including briefings, data analysis, and hearing questions.
- Reviewing DISB's budget, performance plans, audits, and enforcement activity
- Analyzing insurance, banking, and securities markets with a focus on consumer protection and market stability.
- Tracking complaint data, licensing activity, and regulatory outcomes to identify systemic risks or gaps.
- Analyzing emerging issues such as fintech lending, insurance market consolidation, medical debt, and underwriting practices.
- Supporting Committee on Health initiatives that intersect with insurance regulation, health care financing, and affordability.
- Preparing for and staffing the Councilmember at public hearings and relevant meetings, including drafting statements and questions.
- Engaging with key stakeholders, including District agencies, interest groups, Council and Executive staff, and constituents.
- Communicating effectively and professionally with internal and external stakeholders.

QUALIFICATIONS:

- Advanced degree is preferred in the areas of economics, business, finance, health care management, or public administration.
- Minimum 4 years of relevant work experience.

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 two remote workdays scheduled per month.

HOW TO APPLY:

All packages must include

- Cover Letter
- Resume
- 2 relevant writing samples (4 pages or less each)
- Please include “POLICY ADVISOR” in the subject line in the subject line and submit application materials to Mike Shaffer, Chief of Staff, at mshaffer@dccouncil.gov.
- Application materials requested by **February 16, 2026**, for strong consideration.
- **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.
