



CALIFORNIA BUDGET PROJECT

## Job Announcement Senior Policy Analyst

The California Budget Project (CBP), a nonpartisan, nonprofit organization that conducts research and analysis on a range of state tax and budget issues with a particular focus on issues affecting low- and middle-income Californians, seeks to hire a Senior Policy Analyst. This individual will play a leading role in the CBP's analysis of state tax, budget, economic development, and related issues.

The responsibilities of a Senior Policy Analyst include researching and writing reports; analyzing state tax and budget policies; representing the CBP before state and local constituency groups and policymakers; monitoring the impact of federal budget and tax policies on California; providing assistance to community groups, legislative staff, and government officials; and analyzing social and economic data to identify the impact of state and federal policies on low- and middle-income Californians. Qualifications for the position include:

- A graduate degree in a relevant discipline, such as public policy, economics, or urban planning.
- Outstanding written and verbal communications skills, including a demonstrated ability to communicate complex topics to non-expert audiences.
- Demonstrated ability to think strategically, identify opportunities, and develop public policy options.
- At least five years of directly-related program or policy analysis experience. The ideal candidate will be familiar with legislative processes at the state or federal level.
- Strong analytic skills, including proficiency with spreadsheets and databases.
- Self-motivation, ability to work independently, and ability to prioritize tasks.
- Willingness to work as a part of a team.
- Commitment to the goals of the CBP.

This position is full-time and is based in Sacramento. Salary will be based on experience and includes health and dental benefits. Applications will be accepted until the position is filled. To apply, send a resume, writing sample, cover letter, and three references to:

Senior Policy Analyst  
California Budget Project  
1107 9<sup>th</sup> Street, Suite 310  
Sacramento, CA 95814  
[www.cbp.org](http://www.cbp.org)

Please send materials by regular mail or as a pdf attachment to [cbp@cbp.org](mailto:cbp@cbp.org). Attachments sent in other formats will not be accepted.

*The California Budget Project is an equal opportunity employer.*

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