



Supervisor Otto Lee District 3

JOB ANNOUNCEMENT **POLICY ANALYST – Land Use, Environment and Transportation**

Description

The Policy Analyst is an Extra Help position in the Office of County Supervisor Otto Lee responsible for budget and policy analysis in the area of land use, environment and transportation. The selected candidate can expect to work up to 40 hours/week. This position also involves providing constituent services, casework, and community outreach. The position of Policy Analyst is an at will position reporting to the Deputy Chief of Staff – Policy.

Duties and Responsibilities

- Policy Analysis — provide the Supervisor with strong policy analysis within the issue areas of responsibility, including evaluating budgetary, legislative and community impacts. Draft background memos, talking points, and provide staffing as needed.
- Community Outreach —provide staff support to the Supervisor at meetings and events, will coordinate and attend stakeholder meetings on behalf of the Supervisor, and develop positive working relationships with community members and department leaders. The Policy Analyst will also provide issue-area specific content for the Supervisor’s newsletter, social media, and website.
- Constituent Services and Casework Management – respond to constituents seeking help, including providing information and facilitating communication with County departments and agencies.

Required Skills

- Excellent oral, written, and interpersonal skills
- Organizational proficiency, including the abilities to prioritize, handle multiple tasks simultaneously, and meet deadlines.
- Ability to work independently and as a member of a diverse team.
- Read and summarize a significant volume of complex information.
- Think creatively and articulate thoughts clearly, including in public settings.
- Knowledge of local, state, and federal criminal justice systems and reform efforts.
- Proficiency with Microsoft Office Suite, Google Docs Site and social media platforms.

Candidates who are bilingual in Chinese, Spanish or Vietnamese are strongly encouraged to apply.

Employer

The County of Santa Clara government serves approximately 1.9 million residents. The Board of Supervisors consists of five members who are elected to four-year terms. Each supervisor represents a geographic district. Elected in November 2020, Supervisor Lee represents the Third District, which includes Alviso, Sunnyvale, Milpitas, and neighborhoods in North San Jose.

Compensation

The anticipated salary range for this position will be \$34-43 per hour (~\$70,00-90,000 annually) depending on experience. Extra Help employees are not eligible for benefits.

The Extra Help position may be converted to a fully-coded staff role with full benefits.

To apply, please submit a letter of interest, brief writing sample (<5 pages) and resume to Wendy Ho, Chief of Staff at Wendy.Ho@bos.sccgov.org with the Subject line "Policy Analyst". Applications are due March 21, 2024 by 5:00 pm.