



Job Announcement
Project Director or Senior Policy Analyst,
Health and Human Service Programs

The California Budget Project (CBP) is 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. The CBP seeks to hire a Project Director or Senior Policy Analyst with experience and interest in analyzing health and human services issues.

A Senior Policy Analyst's responsibilities include:

- Analyzing state and federal budget policy proposals and developing policy options and recommendations.
- Coordinating analytic and outreach activities within a particular subject matter.
- Preparing background memos, newsletter articles, fact sheets, and briefing reports.
- Using quantitative and qualitative analytic skills to identify the impact of public policies on low- and middle- income Californians.
- Participating in workshops and training sessions.
- Representing the CBP before constituency groups.
- Responding to requests for information from constituency groups and policymakers.

The Project Director's responsibilities also include serving as a lead staff person with responsibility for overseeing the CBP's work within a major policy area and supervising Policy Analysts and graduate students.

Minimum qualifications for both positions include:

- A graduate degree in public policy, economics, or a related field.
- In-depth knowledge of the policy area and at least five years of progressively responsible experience in public policy analysis.
- Knowledge of the legislative and budget process, preferably in California.
- Excellent written and verbal communications skills, including the ability to communicate technical information clearly to lay audiences both in writing and through public speaking.
- Recognized expertise within an area of public policy analysis.
- A demonstrated capacity to work with policymakers, advocates, and constituency groups to think strategically about opportunities to influence public policy.
- Familiarity with PC-based statistical software, spreadsheets, and word processing systems.
- 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 California Budget Project.

A Project Director will also have supervisory experience.

This position is full-time and based in Sacramento, CA. 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:

California Budget Project
921 11th Street, Suite 502
Sacramento, CA 95814
www.cbp.org

Please send materials by regular mail.

The California Budget Project is an equal opportunity employer.