

Location

Austin, Texas

Organization

Office of State Senator César J. Blanco

Position

Policy Analyst

Job Description**SUMMARY:**

State Senator César Blanco is seeking a highly organized, detail-oriented, full-time Policy Analyst. The position is expected to conduct policy research, track legislative policy, assist in drafting bills and bill analyses, provide vote recommendations, and staff the Senator on assigned committees and floor debates. The ideal candidate will have previous legislative experience, strong written and oral communication skills, and strong research skills. Candidates must have a passion for helping people, effective communication skills, and thrive in a fast-paced environment. The position would report directly to the Legislative Director.

ESSENTIAL JOB FUNCTIONS & EXPECTATIONS:

- Conduct policy research, develop legislation, and usher bills through the legislative process.
- Prepare briefings and memos for the Member on legislative issues;
- Staff the Senator on assigned committees and floor debates.
- Analyze proposed legislation and develop vote recommendations.
- Meet with constituents, legislative stakeholders, and other legislative staff members;
- Monitor and report floor activity and activity in assigned committees;
- Assist with responding to constituent correspondence;
- Performs other duties as assigned by the

Chief of Staff and Legislative Director;

- Thorough knowledge of Senate process and procedure, including Senate Rules;
- Excellent research, oral, and written communication skills;
- Knowledge of Texas Legislative Council applications;
- Knowledge and ability to draft legislation and legislative amendments;
- Ability to work extended hours and remotely if necessary;
- Must have a strong work ethic and be able to work independently and as a team player.
- Prior legislative experience is preferred;
- Bilingual in Spanish is strongly preferred.

To Apply:

Interested applicants should email their resume, cover letter, salary requirements, 3 references, 2 writing samples, and an original bill analysis to Cassandra.Urrutia@senate.texas.gov with the subject line of the email "Policy Analyst Position." Only candidates selected for interviews will be contacted. Applications will be accepted until the position is filled.