**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

## COUNCIL OF THE DISTRICT OF COLUMBIA

### POSITION VACANCY ANNOUNCEMENT

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| ANNOUNCEMENT NO: **CDC-21-7** | POSITION TITLE: **Legislative Counsel/Analyst** |
| OPENING DATE **06-16-2021** | CLOSING DATE: **Open until filled** |
| SALARY: **Commensurate with experience** | TOUR OF DUTY:  **9:00am – 5:30pm** |
| NO. OF VACANCIES:  **One** | OFFICE:  **Office of Councilmember Brianne Nadeau** |
| TYPE OF APPOINTMENT:  **Excepted Appointment** | 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.

**The Committee on Human Services** is responsible for matters concerning welfare; social services; youth affairs (other than juvenile justice); homelessness (for purposes of legislation, and jointly with the Committee on Housing and Neighborhood Revitalization for purposes of oversight); and disability services. Its Chair is Brianne K. Nadeau, the Councilmember for Ward 1.

# VISION STATEMENT:

Our vision is to engage the people of Ward 1 to achieve their highest aspirations and build a strong, safe and sustainable community.

# MISSION STATEMENT:

Our mission is to create and oversee the implementation of policy and collaborate with Ward 1 residents, businesses and organizations to address short-term problems as well as provide long-term solutions.

# POSITION OVERVIEW:

The Committee is seeking an organized critical thinker in the role of Legislative Counsel/Legislative Analyst. The incumbent will be subject matter expert for all of the agencies and/or issues that fall under an assigned portfolio and provide advice and guidance to the Councilmember on legislation and policy related to said subject area. Additional assignments are possible in line with the incumbent’s interests or expertise. The incumbent will also handle legislative and policy matters outside of the Committee on Human Services, including matters related to health, recreation and youth affairs, government operations or housing and neighborhood revitalization.

# POSITION ATTRIBUTES:

A Human Services Committee Legislative Counsel/Analyst provides a wide range of legislative and policy support. The incumbent must possess the following abilities:

Develop expertise in the activities and budgets of assigned agencies within the committee.

* Advise committee director and committee chairperson on policy content and strategy.
* Carry out strategies on issue oversight and legislation to realize the chairperson’s agenda.
* Maintain relationships with District and federal agencies, interest groups, advocates, Council and Executive staff, constituents and residents.
* Analyze and review the annual proposed fiscal year budgets of assigned agencies within the committee and prepare performance and budget oversight materials for the chairperson.
* Work with the Council’s budget office to analyze agency spending for purposes of making recommendations on the District’s fiscal year budget.
* In collaboration with stakeholders, draft legislation on topics related to human services, and other matters within the committee’s jurisdiction.
* Provide legal and policy analysis of legislation referred to the committee.
* Suggest topics for oversight hearings and prepare the chairperson. Develop hearing questions based on knowledge of the operations of the particular agency.
* Prepare the Committee Chairperson for hearings on legislation under the purview of the committee.
* Develop hearing questions based on an understanding of policy.
* Prepare committee reports, policy memoranda, written remarks, talking points, press releases, and fact sheets on legislation and the budget.
* Review contracts, collective bargaining agreements, and budget requests and modifications.
* Ensure agency compliance with legislative mandates.
* Attend relevant agency and community meetings.
* Monitor current events and best practices in local, state, and federal policy within assigned portfolio.

# INCUMBENT ATTRIBUTES:

The successful incumbent of this position will possess at least five (5) years of in public policy development, research and/or advocacy. Applicants that hold a juris doctor degree must be licensed in the District of Columbia. JD is not required; a Master’s is also acceptable, as is more than five years of relevant experience on important issue areas. The incumbent reports to the Committee Director.

**HOW TO APPLY:**

Please send resume and cover letter to Tania Jackson at [tjackson@dccouncil.us](mailto:tjackson@dccouncil.us)

**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; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

**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.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL’S HUMAN RESOURCES DIVISION**