

**Connecticut General Assembly  
JOB OPPORTUNITY  
Deputy Director of Policy – House Democratic Office**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE  
BOTTOM OF THIS PAGE**

**Open To:** The Public  
**Location:** Hartford  
**Hours:** Full-Time  
**Closing Date:** November 22<sup>nd</sup>, 2022, by 5:00 pm

**General Experience:**

Assist the Policy Director in the management, planning, and staff coordination of policy and research for the House Democrats Office. Analyze, track, review, and evaluate proposed legislation, statutes, policies, and programs. Provide information and assistance to the Majority Caucus members. Staff Task Forces, Working Groups, and other commissions established by the Majority Caucus. Perform other related duties as required.

**Required Skills:**

- Requires a bachelor's degree, or any equivalent combination of education and experience.
- Ability to operate independently and exercise judgment as well as ability to work effectively as a team member.
- Requires attention to detail, good organizational skills, plus a working knowledge of legislative policies and procedures.
- Knowledge of the political process and the functioning of state government.
- Knowledge of research methods and resources including familiarity with the use of statistics, and survey research.
- Requires excellent written and oral communications skills
- Ability to work overtime.

**Application Instructions:**

Please send a resume and cover letter [HDOapplicant@cga.ct.gov](mailto:HDOapplicant@cga.ct.gov) by 5:00 pm Tuesday, November 22<sup>nd</sup>

**Writing Sample required:**

In advance of public hearings, Policy Analysts provide members with bill summaries and background information for bills that are on the agenda for that committee's public hearing. Please write up such a summary for all of the bills on the Higher Education and Employment Advancement Committee's March 3, 2020 public hearing agenda.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.