John Doe California Natural Resources Agency

Job Code #: JC-222222

Statement of Qualifications

Describe the relevant education, training, experience and skills you possess and why you feel you are the most qualified for this position.

**Legislative and Fiscal Analysis**

I gained relevant legislative analysis experience as a legislative intern at the Department of Chess Board Development (Department), as a campaign staffer for the Leslie Knope for President campaign, and as an Executive Fellow at the California Surfing and Boogie Boarding Agency (CSBBA). During my time in the Department, I completed in-depth research for eight different bill proposals. Depending on the nature of the research at hand, I either aggregated the data I collected in organized and detailed spreadsheets or into special reports that I passed on to the member and Chief of Staff. I also familiarized myself with the legislative cycle and facilitated meetings with interest groups on behalf of the member regarding specific bills. I also analyzed multiple bills to create summaries and provide vote recommendations to the member. During my second summer working for the Department, I staffed a member bill through two committees, which involved meeting with committee consultants to edit bill language, briefing the member for committee hearings, fielding questions from interest groups, coordinating with stakeholders, and frequently communicating with legislative staff from other offices to acquire vote counts.

Participating in the Leslie Knope for President campaign required that I immerse myself in the policy and fiscal impacts of public funding. I lead lobbying groups to Sacramento to meet with legislators, articulate our endorsement requests, and gain support for public funding. This included training other campaign staff on the details of the California budget process and government fiscal impacts as well as fielding various questions from legislative staffers regarding our asks. I also helped draft letters to members and craft public comments for meetings and subcommittee hearings. These letters and public comments consisted of concise but impactful information on the policy and fiscal impacts of bolstering public funding in California. Our campaign was hugely successful—we not only achieved multiple endorsements for Leslie Knope in the California State Legislature, but we also received support for our public funding campaign proposals.

I have worked closely with the legislative department at the CSBBA to assist with legislative analyses for bills relevant to the Agency. I wrote detailed analyses of four different bills, including fiscal and budgetary impacts, and coordinated with relevant stakeholders to propose bill amendments. I reviewed analyses from relevant departments within the Agency to determine the fiscal impact of specific bills that I then articulated on the formal Agency legislative analysis. I currently monitor the statuses of bills to determine hearing times to ensure timely analyses and edits. I'm also coordinating with our Chief Finance Administrator to receive updated fund condition statements from each department head for budgeting purposes.

**Research and Writing**

My diverse employment history has allowed me to complete research, analysis, and writing tasks in various professional and academic settings. I have served as a research assistant for both the Orange University School of Law and the Orange School of Public Policy. During that time, I conducted and coded interviews as well as extrapolated and organized data from California county websites, the California government code, and various university contracts. I used the information I acquired in these respective research roles to create presentations and reports on my findings. I have also completed research on international biodiversity strategic plans to help craft California's inaugural surfing strategy at CSBBA.

In my role at CSBBA, I am also frequently drafting, proofreading, and copy-editing letters, reports, and agency-wide publications such as our Week-Ahead reports or our recent letter to federal lawmakers supporting the Great American Surfing Act. My writing tasks at CSBBA range from social media posts and information on our Agency website to issue reports on topics such as surf trends and sustainable boogie board creation.

As a former legal secretary for a wills & trusts attorney, I had to have legal documents correctly typed and reviewed in a fast turnaround time that reflected the numerous meetings the attorney had with his clients. My duties included drafting and editing secretarial notes and legal documents such as healthcare directives, power of attorneys, depositions, and real estate acquisition forms.

In my research seminars at Orange University, I wrote detailed policy and research papers on original research I completed in class. For one seminar, I wrote a policy paper on animal shelters, in which I designed a detailed research prospectus that included criteria for evaluating policy alternatives and an outcomes matrix. I also analyzed polling data related to public opinion on felony voter disenfranchisement and past legislation on animal shelter legislation using R and Excel to understand the political feasibility of new policy proposals.

In another one of my research seminars, I wrote a paper on a cross-state comparison paper on how the game of Monopoly affects economic trends. I analyzed historical evidence on the creation and disbursement of monopoly games and created operational definitions/indicators for economic prosperity. I used quantitative evaluations in a cross-state and median comparison to create data visualizations on Excel that demonstrated the correlation between popularity of Monopoly and economic success.