

Chief Probation Officers of California (CPOC) <http://www.cpoc.org/> is a non-profit member organization representing the appointed Chiefs of probation in every county in California.

We have a career opportunity for an experienced, passionate and dedicated **Policy Analyst**

Click here to apply: <https://careers.hireology.com/tevishr/271497/description>

**THE POSITION:** Regular full-time professional Policy Analyst to ensure timely analysis of policies and legislation affecting the field of Probation.

**The ideal candidate will have a proven track record in the following areas:**

- Analyze policies and practices specific to adult and juvenile probation
- Facilitate discussions around policy proposals to determine probation perspective and craft recommendations
- Excellent critical thinking and written skills

**Responsibilities include:**

- Work as part of a team to develop framework for policy papers
- Track trends in the media and assist in ensuring web-based communications are up to date
- Staff policy committees including crafting agenda and compiling background materials

**Minimum Requirements:**

- Bachelor's Degree
- 3-5 years' experience working preferably within an association, state agency and/or legislature but not required
- Knowledge of probation practice is desired but not required
- Ability to multi-task and work in a fast-paced team environment
- Must be proficient in Microsoft Office programs

Strong verbal and written skills. CPOC offers competitive salary, comprehensive benefit package and paid parking. CPOC is proud to be an equal opportunity employer.

This position is an exempt, salaried position with full benefits which include medical, dental, vision and retirement. Compensation commensurate with experience.

Click here to apply: <https://careers.hireology.com/tevishr/271497/description>