

**OFFICE OF SENATOR JIM BEALL  
JOB ANNOUNCEMENT  
LEGISLATIVE CONSULTANT**

**JOB DESCRIPTION**

***BASIC FUNCTIONS:***

Staff Senator on legislation and budget proposals moving through the Health Committee, Human Services Committee and Senate Budget Sub Committee No. 3 on Health and Human Services.

***DUTIES:***

Responsible for conducting research related to health and human services legislation and budget proposals; work independently to prepare all materials in support of budget and legislative issues; gather input from interested parties to gauge interest, support and opposition to the legislation; maintains public contact.

Conduct research to justify legislation. Researches, analyzes, and prepares bill reports.

Plan and organizes public hearings and press conferences. Prepare speeches for the Senator. Oversees specific projects related to pending legislation.

Respond to a high volume of correspondence, both written, in-person and over the telephone. Communicate regularly with community stakeholders, lobbyists and other interested parties. Prepare first drafts of bills and amendments and submit such to legal counsel. Perform other duties as requested or required.

Responsible for legislative advocacy, policy analysis and strategy execution for the Senate Mental Health Caucus and Select Committee on Mental Health; work independently to prepare all materials for meetings and hearings; gather support for Caucus initiatives from legislators, stakeholders and Governor. Oversees specific projects related to pending legislation and Caucus initiatives.

***QUALIFICATIONS:***

Minimum of 3-6 years of legislative and budget experience, excellent oral and written communication skills and a strong policy background in health or human services required. Candidates must have the ability to manage multiple projects, thrive under deadlines, and work well in a team environment.

Salary commensurate with experience. Email resumes and cover letters to Sunshine Borelli at [Sunshine.Borelli@sen.ca.gov](mailto:Sunshine.Borelli@sen.ca.gov).