

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

BASIC FUNCTIONS:

Staff Senator on legislation and budget proposals moving through the Legislature.

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 legislative process and policy background required. Candidates must have the ability to manage multiple projects, thrive under deadlines, and work well in a team environment.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$6,392 per month. Applications will be accepted until the position is filled.

SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE EMPLOYMENT APPLICATION TO:

Email resumes and cover letters to Tania Dikho at Tania.Dikho@sen.ca.gov
State Capitol, Room 2082
Sacramento, CA 95814