

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
COMMITTEE ASSISTANT II
SENATE HEALTH COMMITTEE**

BASIC RESPONSIBILITIES: Serve as full-time lead committee assistant for the Senate Health Committee. Responsibilities include managing and organizing the work and deadlines of the committee, ensuring that the business of the Committee is enacted in a timely manner and in accordance with Senate and Committee Rules, ensuring the consultants are prepared to properly brief the Chair on items to be considered at hearings, and ensuring the votes of the hearing are recorded accurately. Responsibilities also include, acting as the lead over the support staff function for the office, proofing, formatting, and correcting analyses as received from consultants, updating the committee's website, answering the telephone, and general support functions for five committee consultants.

DUTIES AND ATTRIBUTES: The Committee Assistant II is detail oriented; an effective communicator; proficient with Microsoft Office, LIS, and Committee Services; and able to work in a fast-paced, professional environment. The Committee Assistant II must also possess great organizational skills, knowledge of the California State Legislature's procedures and calendar/ deadlines, knowledge of the committee process and rules, familiarity with Terms of Reference (Legislative Handbook and Committee Actions) and Committee Services, and previous administrative experience. A strong work ethic is essential; late evenings and weekends can be expected during the weeks when committees are meeting and at end of session.

POSITION QUALIFICATIONS: Prior experience as a committee assistant is a plus but not required. Successful applicants will have a strong work ethic, exceptional organizational skills, a demonstrated ability to work under deadlines, and be process oriented.

PAY RANGE AND FILING DATE: Salary starts at \$3,714. Applications accepted until position is filled.

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

Melanie Moreno, Staff Director
Senate Health Committee
State Capitol, Room 2191
Sacramento, CA 95814