

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CONSULTANT
COMMITTEE ON ENVIRONMENTAL QUALITY**

BASIC RESPONSIBILITIES:

The Committee Consultant will assist legislators, legislative staff, and the public in all matters relating to legislation within their area of expertise. Consultants may represent the Committee Chair with regard to legislation before the Committee, or directly staff legislation, at the direction of the Chair. In the Environmental Quality Committee, consultants are required to edit other consultants' analyses, prepare and edit publications, and manage informational and oversight hearings.

DUTIES AND ATTRIBUTES:

As administrative officers of the Committee, consultants have several key duties, including:

- Prepare written committee analyses for all bills assigned to the consultant. Analyses not only summarize legislation, but establish a measure's policy and historical context, identify key issues, assess arguments, and discuss tradeoffs
- Orally brief the Committee Chair, members of the Committee, members of the Senate, and legislative staff regarding legislation considered by the Committee at its hearings
- Draft amendments, record committee actions and votes, and perform any other stewardship duties necessary to implement the Committee's actions during hearings on legislation consistent with the Senate and Joint Rules, as well as the custom and practice of the Senate
- Establish and constantly expand expertise in a policy area sufficient to provide responsive, accurate, and expert advice and information to members of the Senate, legislative staff, journalists, lobbyists, and members of the public
- Possess extraordinary writing and research skills
- Demonstrate ability to communicate clearly and accurately orally and in writing with legislators, legislative staff, and members of the public,
- Excel both as a member of a professional team, and with the individual work of the policy analyst

EDUCATION:

Bachelor's degree required. Graduate degree in public policy or law, and legislative staff experience are preferable, but not necessary.

POSITION QUALIFICATIONS:

Candidates should have experience in one or more of the following: the legislative process; policy analysis; or local government. Background in local government finance or the duties and powers of local agencies is desirable.

PAY RANGE AND FILING DATE:

Salary starts at \$5,628. Applications will be accepted until 5 p.m. on Friday, October 7th, 2016.

**SUBMIT COVER LETTER, RESUME, APPLICATION AND A SAMPLE BILL
ANALYSIS OF AB 628 (Bloom, 2015) TO:**

Rachel Wagoner, Principal Consultant/ Executive Director
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Sacramento, California 95814
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