

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
CONSULTANT  
GOVERNANCE & FINANCE COMMITTEE**

**BASIC RESPONSIBILITIES:**

Under the direction of the Staff Director, the Consultant is responsible for conducting policy analysis, preparing analytical written products, and providing timely, detailed, and accurate information to members of the Senate. Applicants should be creative, organized, and display initiative and independence.

**DUTIES AND ATTRIBUTES:**

Duties include communicating clearly and accurately with legislators, legislative staff, and members of the public, while establishing strong policy and legislative process expertise, and maintaining a high level of analytical proficiency. The Consultant must excel both as a member of a professional team and with the individual work of a policy analyst, in addition to balancing multiple high-priority tasks.

**EDUCATION:**

Bachelor's degree required. Graduate degree in relevant discipline preferred.

**POSITION QUALIFICATIONS:**

Candidates should also have experience in one or more of the following: the legislative process; policy analysis; or taxation. Background in state and local tax law preferred. Extraordinary writing and research skills, as well as maturity, good judgement, and professionalism, are essential.

**PAY RANGE AND FILING DATE:**

Salary starts at \$5,628 per month plus benefits. Applications will be accepted until 5 p.m. on Friday, September 1, 2017.

**SUBMIT COVER LETTER, RESUME AND APPLICATION TO:**

Colin Grinnell, Staff Director  
State Capitol, Room 408  
Sacramento, California 95814  
[colin.grinnell@sen.ca.gov](mailto:colin.grinnell@sen.ca.gov)