

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
COMMITTEE CONSULTANT
LOCAL GOVERNMENT FINANCE**

BASIC RESPONSIBILITIES:

The Committee Consultant will be 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:

- 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.
- Maintain high level of analytical proficiency.
- Establish strong policy and legislative process expertise.
- Balance multiple high-priority tasks.
- Exhibit maturity, good judgment, and professionalism.

EDUCATION:

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

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, September 30th, 2016.

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

Colin Grinnell, Staff Director
State Capitol, Room 408
Sacramento, California 95814
colin.grinnell@sen.ca.gov