

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CONSULTANT
COMMITTEE ON PUBLIC SAFETY**

BASIC RESPONSIBILITIES:

The Senate Committee on Public Safety is seeking applicants for the position of Committee Consultant. Applicants should be able to work well in a professional, collegial and sometimes demanding workplace, and demonstrate the ability to describe legal and policy issues in an analytical and understandable manner. The Committee Consultant will assist legislators, legislative staff, and the public in matters relating to legislation within their area of expertise.

DUTIES AND ATTRIBUTES:

- Prepare written committee analyses for bills assigned to the consultant. Analyses not only summarize legislation, but establish a measure's policy and historical context, identify key issues, and describe potential outcomes.
- Orally brief the Committee Chair, and others as required, regarding legislation before the Committee.
- Draft amendments reflecting the Committee's actions.
- Develop expertise in assigned policy areas.
- Possess excellent writing, research and verbal communication skills.
- Demonstrate an understanding of the importance of treating colleagues, advocates and others with respect and consideration.

EDUCATION:

Juris Doctor required.

POSITION QUALIFICATIONS:

Experience in the legislative process, policy analysis, or the practice of criminal law preferred.

PAY RANGE AND FILING DATE:

Salary for this classification starts at \$5,628. Applications will be accepted until October 28, 2016.

SUBMIT COVER LETTER, RESUME, APPLICATION AND A WRITING SAMPLE

TO: Mary.Kennedy@sen.ca.gov