

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CONSULTANT
SENATE COMMITTEE ON GOVERNMENTAL ORGANIZATION**

BASIC RESPONSIBILITIES: Under the supervision of the Chief Consultant, the Consultant is responsible for preparing written policy analyses and tracking legislation in a diverse portfolio of policy areas, providing timely and accurate information to the Chair, Senate leadership, and members of the Committee, and effectively coordinating and communicating with legislative staff, representatives of state government agencies and departments, advocates, and other interested parties.

DUTIES AND ATTRIBUTES: The Consultant will draft Committee and Floor analyses, negotiate legislation, present policy rationale to the Chair, organize oversight and informational hearings, staff legislation, and prepare speaking points for the Chair.

POSITION QUALIFICATIONS: Candidates must have experience and extensive knowledge of the legislative and committee process. Candidates must also have the ability to independently manage a substantial workload under strict deadlines (requiring working nights and weekends as necessary); analyze complex legislative proposals and succinctly communicate the policy implications, both orally and in writing; demonstrate initiative and creativity in developing amendments to improve policy and clarify the intent of legislative proposals; develop strong programmatic expertise in relevant policy areas; exhibit maturity, quick and positive judgment, fairness, and professionalism.

EDUCATION:

Baccalaureate degree required.

SALARY AND FILING DEADLINE:

Salary starts at \$5,628 a month plus benefits. Applications received until position is filled.

SUBMIT SENATE APPLICATION, RESUME, AND COVER LETTER TO:

Felipe Lopez

Chief Consultant

Felipe.Lopez@sen.ca.gov