

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
EXECUTIVE STAFF DIRECTOR  
LEGISLATIVE ETHICS COMMITTEE**

**POSITION DESCRIPTION:**

Serves as chief counsel for the Senate's Legislative Ethics Committee; directs, coordinates and supervises the daily operations of the Committee; provides written and oral advice on governmental ethics; assists Senators and staff to help them comply with the Political Reform Act; and conducts ethics orientation programs for Members and staff. Serves as the principal substitute for the Chairperson at legislative forums and seminars, as well as at meetings with lobbyists and interest groups.

**POSITION QUALIFICATIONS:**

Candidates should possess in-depth knowledge and experience in understanding and working with the California Political Reform Act and government code statutes related to the Act's implementation. Background and familiarity with the state Fair Political Practices Commission workings, regulations, and programs is essential. Must have ability to work in a dynamic environment and a demonstrated ability to build and foster relationships with elected officials and their staff.

**DUTIES:**

- Develop, manage, and provide ethics orientation training program for Senators, staff, and lobbyists.
- Provide written and oral advice on governmental ethics, and assist Senators and staff to comply with the Political Reform Act.
- Supervise staff of the Committee. Coordinate and oversee the assignment of staff duties.
- When necessary, formulate and recommend for adoption by the full Senate changes to the Standards of Conduct for all Senators, Senate officers and employees, and distribute a manual to all Senators and staff based on the Standards of Conduct.
- Review complaints regarding violations of the Standards of Conduct by Senators and Senate employees.
- Maintain records of all investigations, hearings, documentation, etc., regarding complaints.
- Coordinate with the Senate operations unit on responses and key activities.

**EDUCATION:**

Licensed Juris doctorate required.

**PAY RANGE AND FILING DATE:**

The salary schedule starts at \$9,712 per month, plus benefits. Application material accepted until April 30, 2018, or until position is filled.

**SUBMIT COVER LETTER, RESUME, PERTINENT WORK EXAMPLES, AND SENATE EMPLOYMENT APPLICATION TO:**

Daniel Alvarez, Secretary of the Senate  
Attention: Nikki Villanueva  
Senate Rules Committee  
State Capitol, Room 400  
Sacramento, CA 95814  
[Nikki.Villanueva@sen.ca.gov](mailto:Nikki.Villanueva@sen.ca.gov)