

BASIC RESPONSIBILITIES:

Responsible for analyzing bills across various human services committee subjects, preparing written analyses for committee hearings identifying oversight topics, planning and executing informational and oversight hearings, planning and conducting smaller oversight meetings answering questions for members of the committee and the Senate, and providing timely, detailed and accurate information to members of the Senate. Applicants should be creative, curious, organized, and display initiative and independence.

DUTIES AND ATTRIBUTES:

- Display strong analytical and writing skills;
- Balance multiple high-priority tasks;
- Provide thorough work with attention to detail;
- Meet deadlines;
- Show ability to work both independently and in a team environment;
- Display initiative in developing oversight issues;
- Exhibit maturity, good judgment, and professionalism.

POSITION QUALIFICATIONS:

Candidates should have experience in one or more of the following: the legislative process; budget or policy analysis; oversight of state agencies, commissions or councils; or, specific program expertise. Background in human services programs is desirable.

PAY RANGE AND FILING DATE:

Salary is dependent on qualifications. Applications will be accepted until September 30, 2015.

SUBMIT COVER LETTER AND APPLICATION TO:

Mareva Brown
Senate Committee on Human Services
Legislative Office Building, Room 521
1020 N Street
Sacramento, California 95814
Mareva.Brown@sen.ca.gov