

# **CALIFORNIA STATE SENATE**

## **JOB ANNOUNCEMENT**

### **LABOR AND INDUSTRIAL RELATIONS COMMITTEE CONSULTANT**

#### **BASIC RESPONSIBILITIES:**

Responsible for conducting policy analysis of labor bills before the Committee, preparing analytical written products, and providing timely, detailed and accurate information to members of the Committee. Applicants should be creative, organized, and display initiative and independence.

#### **DUTIES AND ATTRIBUTES:**

- Display strong writing skills.
- Maintain high level of analytical proficiency.
- Balance multiple high-priority tasks and meet deadlines.
- Demonstrate strong communication abilities.
- Show ability to work both independently and in a team environment.
- Exhibit maturity, good judgment, and professionalism.

#### **EDUCATION:**

Bachelor's degree required.

#### **POSITION QUALIFICATIONS:**

Candidates should be inquisitive, organized and display initiative. Background in labor policy is desirable. Candidates with three plus years of legislative experience preferred.

#### **PAY RANGE AND FILING DATE:**

Salary is dependent on qualifications. Applications will be accepted until position is filled.

#### **SUBMIT COVER LETTER AND APPLICATION TO:**

Martha Gutierrez and Indira McDonald  
Legislative Office Building, Room 545  
State Capitol, Room 5061

[Martha.Gutierrez@sen.ca.gov](mailto:Martha.Gutierrez@sen.ca.gov)

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