

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DIRECTOR OF BILLS ASSIGNMENTS / PRINCIPAL CONSULTANT
SENATE RULES COMMITTEE**

BASIC FUNCTIONS:

Under the direction of the Secretary of the Senate, the Principal Consultant makes recommendations to the Senate Rules Committee on the referral of Senate and Assembly Bills.

DUTIES:

- Have the ability to research the history of particular code sections and previous legislation to determine the appropriate referral.
- Have the ability to work independently, in stressful situations, and manage a heavy workload with deadlines.
- Work closely with consultants in the committees and mediate jurisdictional disputes.
- Analyze legislation that goes before Senate Rules Committee.
- Have a strong knowledge of the Standing Rules of the Senate and the Temporary Joint Rules, and provide guidance and information to Senate and Assembly staff, members, and the general public.
- Advise the Secretary of the Senate, Rules Committee staff, and members, on customary practice, parliamentary procedure, and committee jurisdictions.
- Review all floor amendments, and prepare floor amendment analyses.

KNOWLEDGE OF:

The Principal Consultant must have extensive knowledge of the legislative process and have excellent oral and written communications skills. The ideal Director must have the ability to manage multiple projects, and thrive under deadlines.

EDUCATION:

- Bachelor's degree preferred.

DESIRABLE POSITION QUALIFICATIONS:

- The ability to maintain confidential information in a professional environment
- Work well with others in a fast pass environment
- Familiarity with legislative culture and protocol

PAY RANGE & FILING DATE:

- Salary starts at \$6,392 per month. Applications will be accepted until filled.

SUBMIT COVER LETTER, RESUME AND SENATE APPLICATION TO:

Secretary of the Senate, C/O Human Resources
LOB 1020 N Street- Room 571
Sacramento, CA 95814

Materials may be mailed, dropped off in Room 571, or emailed to Calvin.Sherwood@sen.ca.gov