

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
CONSULTANT  
OFFICE OF RESEARCH**

**BASIC FUNCTIONS:**

The Consultant position at the Senate Office of Research performs general duties related to these main functions of the office: 1) assist the Rules Committee in its consideration of gubernatorial appointees for Senate confirmation; 2) respond to policy research requests from Senators and their staff; 3) track federal issues; and 4) serve as a liaison between the Senate and the academic community. Consultants are assigned to specialize in certain issue areas.

This job announcement is for a Consultant to cover the areas of **labor and industrial relations, public employment and retirement, and other areas that may be assigned.**

**DUTIES:**

The Consultant performs the following duties: develop and track oversight issues related to executive branch entities; prepare briefing materials related to gubernatorial appointees; respond to policy research requests; write reports, memos and briefing papers; maintain collaborative relationships with and provide ongoing support to Senate committee and personal staff; track federal changes and proposals; and stay abreast of relevant policy and academic research.

**POSITION QUALIFICATIONS:**

Expertise in the labor, employment, and retirement area is preferred, but not essential. Knowledge of the legislative process is preferred, but not essential. Required skills for the position include: excellent writing skills, ability to work quickly and efficiently under changing deadlines, strong interpersonal skills, and strong research skills.

**EDUCATION:**

Bachelor's degree is required.

**PAY RANGE & FILING DATE:**

Salary for the Consultant position starts at \$5,628 per month.

Filing Date: Until filled

**SUBMIT COVER LETTER & RESUME TO:**

Attention: Jody Martin e-mailed to [Senate.Office.of.Research@sen.ca.gov](mailto:Senate.Office.of.Research@sen.ca.gov)

Submittals can be confidential upon request