

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

DESCRIPTION: The consultant position at the Senate Office of Research performs general duties related to the 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 State Senate and the academic community.

DUTIES:

- Develop and track oversight issues related to executive branch entities in the following issue areas:
 - **labor, employment development, workforce training, state human resources.**
- Write and prepare briefing materials related to gubernatorial appointees in the above issue areas
- Respond to policy research requests in the above issue areas. Write occasional reports, memos and briefing papers, upon request
- Maintain collaborative relationship with and provide ongoing support to Senate committee and personal staff
- Track federal changes and proposals in the above issue areas
- Stay abreast of relevant policy and academic research in the areas of labor, employment development, workforce training and state human resources.

REQUIRED SKILLS:

- Expertise in the following policy areas: **labor, employment development, workforce training and state human resources.**
- Excellent writing skills
- Ability to work quickly and efficiently under changing deadlines.
- Strong interpersonal skills
- Strong research skills
- Knowledge of the legislative process is preferred but not essential

EDUCATION:

- Bachelor's degree

PAY RANGE & FILING DATE:

Salary starts at \$5,628 per month. Prior compensation will be considered.

Filing Date: Until filled

SUBMIT COVER LETTER AND RESUME TO:

Leonor Ehling at Leonor.ehling@sen.ca.gov

Submittals can be confidential upon request.