

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
PRINCIPAL CONSULTANT  
SENATE BUDGET AND FISCAL REVIEW**

**POSITION DESCRIPTION:** Under the supervision of the Staff Director, as the General Government Consultant for the Committee, the position is responsible for preparing written policy and fiscal analyses, tracking state budget issues and legislation in a diverse portfolio of policy areas, providing timely and accurate information to the Chair, Senate leadership, and members of the Committee, and effectively coordinating and communicating with legislative staff, representatives of state government agencies and departments, advocates, and other interested parties.

**POSITION QUALIFICATIONS:** Candidates must have a background and familiarity with budget policy and analysis. Candidates must also have experience and knowledge of the legislative and budget committee process, ability to maintain a high level of analytical proficiency, and/or the ability to develop strong programmatic expertise. The ability to foster positive working relationships in a team environment is essential.

**DUTIES:** The Principal Consultant will draft Committee and Subcommittee agendas and analyses, vet and negotiate budget issues, present policy rationale to the Chair and other members of the Committee, organize budget Subcommittee, oversight and informational hearings, staff budget trailer bills, contribute to Committee reports, and prepare speaking points for the Chair.

**SKILLS:** Candidates must have the ability to independently manage a substantial workload under strict deadlines (requiring working nights and weekends as necessary); analyze complex legislative proposals and succinctly communicate the policy and fiscal implications, both orally and in writing; demonstrate initiative and creativity in developing recommendations to improve budget proposals and advance and advocate for legislative proposals; develop strong programmatic expertise in relevant policy areas; exhibit maturity, and professionalism.

**EDUCATION:**

Bachelor's degree required. Graduate degree in relevant discipline preferred.

**PAY RANGE AND FILING DEADLINE:**

Salary range starts at \$6,712 plus benefits. Applications received until position is filled.

**SUBMIT SENATE APPLICATION, RESUME, AND COVER LETTER TO:**

Joe Stephenshaw, Staff Director  
Senate Committee on Budget and Fiscal Review  
State Capitol, Room 5019  
Sacramento, California 95814  
[Joe.Stephenshaw@sen.ca.gov](mailto:Joe.Stephenshaw@sen.ca.gov)