

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
ASSISTANT CONSULTANT/CONSULTANT
INSURANCE COMMITTEE**

POSITION DESCRIPTION:

Under the supervision of the Staff Director, the Committee Consultant is responsible for preparing written policy analyses and tracking legislation, 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 should preferably have some background and familiarity with the insurance market and the regulatory functions of the Department of Insurance. Candidates must have experience and knowledge of the legislative and committee process, ability to maintain a high level of analytical proficiency, and/or the ability to develop strong programmatic expertise. Candidates must also have the ability to foster positive working relationships and work in a team environment.

DUTIES:

The Committee Consultant will draft Committee and Floor analyses, negotiate legislation, present policy rationale to the Chair, organize oversight and informational hearings, develop and staff legislation, 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 implications, both orally and in writing; demonstrate initiative and creativity in developing amendments to improve policy and clarify the intent of legislative proposals; develop strong programmatic expertise in relevant policy areas; exhibit maturity, quick and positive judgment, fairness, and professionalism.

EDUCATION:

Baccalaureate degree required, Juris Doctorate preferred.

PAY RANGE AND FILING DEADLINE:

Salary starts at \$4726 or \$5910 depending on classification, plus benefits. Applications received until position is filled.

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

Hugh Slayden

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State Capitol, Room 2195

Sacramento, CA 95814