

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
ASSISTANT CONSULTANT
SENATE HUMAN SERVICES COMMITTEE
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

BASIC FUNCTIONS:

Under the supervision of the Chief Consultant, the Assistant Consultant is responsible for preparing written policy analyses and tracking 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 programs and policies within the Committee's jurisdiction. 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 Assistant Consultant will draft Committee and Floor analyses, negotiate legislation, present policy rationale to the Chair, organize oversight and informational hearings, staff legislation, and prepare speaking points for the Chair.

DESIRABLE 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.

POSITION QUALIFICATIONS AND EDUCATION:

Baccalaureate degree required.

LOCATION, SALARY AND FILING DATE:

Position is located in Sacramento, CA

Salary starts at \$5,000 plus benefits.

Applications will be accepted until position is filled.

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

Taryn Smith, Staff Director

Human Services Committee

Taryn.Smith@sen.ca.gov