

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
ASSISTANT CONSULTANT  
SENATE OFFICE OF RESEARCH  
(SACRAMENTO, CA)**

Are you looking for an exciting career? 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:**

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

This job announcement is for an Assistant Consultant to cover issues regarding the judiciary, civil rights, fair employment and housing, privacy, disability, immigration, elections and constitutional amendments, and other areas that may be assigned.

**DUTIES:**

The Assistant Consultant performs the following duties: develop and track legislative oversight issues; 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.

**QUALIFICATIONS:**

Knowledge of the legislative process is preferred, but not essential. Required skills include strong writing and research skills, policy analysis skills, ability to take initiative and work independently as well as collaboratively, and ability to work quickly and efficiently under deadlines.

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

**EDUCATION:**

Bachelor's degree is required.  
Juris Doctor is preferred.

**LOCATION, SALARY AND FILING DATE:**

This position is located in Sacramento, CA  
Salary starts at \$5,000 a month plus benefits.  
Final salary is commensurate with experience and education.  
Applicants will be accepted until position is filled.

**BENEFITS:**

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

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

Jody Martin, Director of Research  
Senate Office of Research  
[Senate.Office.of.Research@sen.ca.gov](mailto:Senate.Office.of.Research@sen.ca.gov)

The Senate application form is available through the Senate job webpage:  
[www.senate.ca.gov/senatejobs](http://www.senate.ca.gov/senatejobs)

*The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.*

Date Posted 05/10/2022