

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
ASSISTANT CONSULTANT
OFFICE OF SENATOR BECKER**

BASIC FUNCTIONS:

Under the direction of the Senator, the Chief of Staff, and the Legislative Director, the Assistant Consultant may be required to organize subcommittee hearings, review bill co-authoring opportunities, manage constituent correspondence, and meet with constituents, legislative advocates and other legislative staff members.

DUTIES:

Helps develop the Member's personal legislation, in conjunction with input from Chief of Staff and Legislative Director. The Assistant Consultant prepares briefings for the Member on key legislative issues and may serve as the principal substitute for the Member at legislative meetings. Analyzes legislation and provides policy consultation in key areas of interest for the Member. Responsible for research and formulation of legislation and for meetings with proponents and opponents. May prepare a monthly legislative progress report regarding their issue area(s) for the Member, Chief of Staff and staff, and provides legislative updates at staff meetings. May supervise staff including interns and fellows assigned to assist with legislation. May organize and manage subcommittee hearings. The Assistant Consultant may prepare a summary of the legislative package for distribution to staff.

DESIRABLE SKILLS AND KNOWLEDGE:

The legislative process, including the committee process, as well as the structure and policies of state government; the Senate's personnel rules, policies, and best practices pertaining to supervising, sexual harassment and EEO. Minimum of 4-6 years of legislative and budget experience, excellent oral and written communications skills and a strong policy and legislative process background required. Candidates must have the ability to manage multiple projects, thrive under deadlines, and work well in a team environment.

ABILITY TO:

Perform high administrative and policy-influencing functions effectively; organize and structure employee workload and supervise staff; communicate clearly and concisely, orally and in writing; establish and maintain a cooperative and effective working relationship with staff.

Demonstrate excellent written, research, computer and communication skills as well as having extensive contacts inside and outside the building. Meet the demands of the position including working long hours and being able to multi-task and work well under pressure and deadlines.

POSITION QUALIFICATIONS / EDUCATION:

A Bachelor's Degree and legislative experience are preferred.

SALARY AND FILING DATE:

Salary starts at \$5,000 per month.

Applications will be accepted until position is filled.

SUBMIT RESUME AND SENATE EMPLOYMENT APPLICATION TO:

Nicole Restmeyer, Legislative Director

Office of Senator Becker

Nicole.Restmeyer@sen.ca.gov