

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
TRANSPORTATION COMMITTEE  
ASSISTANT CONSULTANT**

**BASIC FUNCTIONS:**

The Assistant Committee Consultant is responsible for conducting policy analysis, negotiating legislation, preparing analytical written products, and providing timely, detailed and accurate information to the committee Chair and other members of the Senate. The Assistant Consultant may also staff transportation legislation and otherwise support the committee Chair. Applicants should be creative, organized, and display initiative and independence.

**DUTIES:**

Prepare in-depth, accurate, and timely written analyses of legislation referred to the Committee. Provide accurate and sound policy advice to the Chair and Members. Work with legislative authors and stakeholders to identify and resolve policy issues. Work with internal and external parties to clarify content and impact of legislation and advise Chair and Members of the likely effect of legislation before the Committee. Act as intermediary between Members and external lobbyists, Administration staff, and other stakeholders. Maintain a high level of understanding of what transpires within assigned policy areas during budget deliberations with the Administration and stakeholders.

**DESIRABLE SKILLS AND KNOWLEDGE:**

A successful candidate will possess strong writing and research skills, communicate clearly and accurately orally and in writing, have good interpersonal skills, work well with others, and demonstrate their ability to work collaboratively with their colleagues.

**ABILITY TO:**

The work environment requires strong policy and legislative process expertise, as well as the ability to balance multiple high priority tasks and to meet urgent deadlines. Evening and weekend work will be necessary.

**POSITION QUALIFICATIONS AND EDUCATION:**

Candidates should have experience in the legislative process and policy analysis. An understanding of the work of the Department of Motor Vehicles and/or the California Air Resources Board is desirable. Bachelor's degree required.

**SALARY AND FILING DATE:**

Salary range starts at \$4762 per month. Applications will be accepted until February 7.

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

Senator Jim Beall  
Attn: Tania Dikho  
State Capitol, Room 2082  
Sacramento, California 95814  
tania.dikho@sen.ca.gov