

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PRINCIPAL CONSULTANT
(Pro Tem Policy Unit)**

BASIC RESPONSIBILITIES: Under the supervision of the Policy Director, the Principal 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 President pro Tempore, Senate leadership, and members of the Legislature, and effectively coordinating and communicating with legislative staff, representatives of state government agencies and departments, advocates, and other interested parties.

DUTIES AND ATTRIBUTES: The Principal Consultant will provide policy analyses of relevant issues, negotiate legislation, present policy rationale to elected officials, staff legislation, and prepare speaking points for the President pro Tempore.

POSITION QUALIFICATIONS: Candidates must have a background and familiarity with K-12 and Higher Education. Candidates must have experience and knowledge of the legislative, committee and budget processes. Candidates must also have the ability to independently manage a substantial workload under strict deadlines (requiring working nights and weekends as necessary); build and foster relationships with elected officials and their staff, 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.

SALARY AND FILING DEADLINE:

Salary starts at \$7,048 a month plus benefits. Applications received until position is filled.

SUBMIT SENATE APPLICATION, RESUME, AND COVER LETTER TO:

Kimberly Rodriguez Kimberly.Rodriguez@sen.ca.gov