

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CONSULTANT (OR PRINCIPAL CONSULTANT**)
SPECIAL COMMITTEE ON PANDEMIC RESPONSE
LIMITED-TERM POSITION***

BASIC RESPONSIBILITIES:

Under the supervision of the Senator and the Chief of Staff, the Principal Consultant is responsible conducting research, preparing written policy background papers, preparing informational and oversight hearings and tracking legislation, regulation and executive actions related to the COVID-19 pandemic and options for policy solutions. Additionally, the Principal Consultant must provide timely and accurate information to the Senator, Senate leadership, and members of the Committee, and effectively coordinate and communicate with legislative staff, representatives of state government agencies and departments, advocates, and other interested parties.

DUTIES AND ATTRIBUTES:

The Principal Consultant will prepare oversight and informational hearings, identify relevant subject matter and invite and coordinate presenters and panelist for hearings, briefings, and meetings related to the COVID-19 pandemic. The Principal Consultant will draft Committee background papers and talking points, prepare and compile reports and other hearing binder materials. As appropriate, develop policy proposals to address or respond to policy issues identified and present policy rationale to the Chair. As professional advisors to members of the Senate, consultants are expected to work with a high degree of independence, display initiative in developing legislative language, and work constructively and collaboratively within a team environment. Position requirements include excellent written and verbal communication skills, strong analytical expertise, and an ability to work independently.

POSITION QUALIFICATIONS:

Candidates must also 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.

Background and familiarity with policy issues related to the COVID-19 pandemic or healthcare policy experience is strongly desired.

Knowledge of the legislative process and at least 3 years legislative experience is required.

SALARY AND FILING DEADLINE:

Salary starts at \$6,712 a month plus benefits. **This position is authorized for a one-year limited term* (January 1, 2021 through December 31, 2021).** If the incumbent has sufficient experience, a Principal Consultant classification will be considered. Applications received until position is filled.

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SUBMIT SENATE APPLICATION, RESUME, AND COVER LETTER TO:

Senate Human Resources SRULPER.DL@SEN.CA.GOV