

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CONSULTANT
OFFICE OF SENATE MAJORITY LEADER HERTZBERG
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? 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:

Under the direction of the Senator, the Chief of Staff, and the Legislative Director, the Consultant will take primary responsibility for several of the Senator's legislative proposals, as well as advise the Senator on bills pending in assigned committees. The Consultant will also assist with responses to constituent inquiries and phone calls regarding legislation and is responsible for all background work related to legislation supported by the Senator.

DUTIES:

Under the direction of the Senator, the Chief of Staff, and the Legislative Director, the Consultant will work directly with the Senator, Capitol Office and District staff, Committee consultants and stakeholders to advance the Senator's legislative agenda. The Consultant will also prepare background materials, talking points, and hearing and floor statements, and may be required to accompany the Senator to events or represent the Senator at events.

DESIRABLE SKILLS AND KNOWLEDGE:

Three (3) years of legislative experience is preferred. The ideal candidate would have a strong interest in criminal justice reform and experience in staffing judiciary and public safety issues.

ABILITY TO:

Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is creative; detail orientated, and able to handle multiple projects and work well, individually and collaboratively, with a variety of people.

POSITION QUALIFICATIONS / EDUCATION:

Bachelor's degree required.

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.

LOCATION, SALARY AND FILING DATE:

This position is located in Sacramento, CA.

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

Salary:

Salary starts at: \$6,206 per month.

Final compensation is commensurate with experience and education.

Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE EMPLOYMENT APPLICATION TO:

Freddie Quintana, Chief of Staff, at Freddie.Quintana@sen.ca.gov

The Senate Employment Application can be found at:

https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_senate.pdf

Extra pages can be found:

https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_additional_pages_senate.pdf