

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
CONSULTANT  
SENATE REPUBLICAN POLICY OFFICE**

**SUMMARY**

The Republican Policy Office of the California State Senate is seeking candidates for the position of Consultant. The policy areas that will be assigned will be determined by the applicant's background and preferred subject matters. The collective workload within the policy office is divided by 19 standing committees of the Senate and we are seeking someone who is flexible enough to work on various committees as needed.

**ESSENTIAL JOB FUNCTIONS**

The primary job of the Consultant is to analyze bills that are referred to the policy committee(s) staffed. These analyses are updated throughout the legislative process as the bills travel to and from the Senate and Assembly Floors. The Consultant will also monitor developments for these issues within the Executive Branch. The Consultant will serve as an advisor for Republican Senators who need information within the committee's jurisdiction. Consultants need to interact well with Senators and staff from both political parties along with meeting with stakeholders to consider their points of view. There should be a willingness to learn other policy areas and assist colleagues in the Republican Policy Office with their committee work as needed. The legislative calendar is cyclical, which results in the potential necessity to work after-hours to analyze bills and be in the office when the Senate is in session.

**DESIRABLE SKILLS AND KNOWLEDGE**

Knowledge of the legislative process is mandatory. Having experience within the legislature or working as a legislative advocate outside of the legislature is preferred. Knowing how to read a piece of legislation, along with the amendments and how the proposed law fits into the current law is important. Computer skills are important, including utilizing Microsoft computer programs and learning the internal computer program that consultants use when analyzing bills. The Consultant must be able to write concisely and intelligently on the topics that are in the committee jurisdiction. Applicants should be comfortable speaking to all of the Republican Senators in a group setting.

**EDUCATION**

Bachelor's degree is required. Master's and/or law degree are helpful.

**SALARY AND FILING DEADLINE**

Monthly salary starts at \$5,910. The position is open until filled.

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

Greg Maw  
Staff Director  
Senate Republican Policy Office  
1020 N Street #234  
Sacramento, CA 95814  
[greg.maw@sen.ca.gov](mailto:greg.maw@sen.ca.gov)

**(Note: email is the best way to submit this information)**