

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PRINCIPAL CONSULTANT
JOINT COMMITTEE ON EMERGENCY MANAGEMENT
(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 and Chief of Staff, the Principal Consultant should be a policy authority and have thorough understanding of the subject matter of emergency management. The primary responsibility is to analyze key emergency management issues for the committee; prepare analyses and materials to guide informational/oversight hearings; gather differing viewpoints regarding legislative proposals and provide feedback and guidance to the Chair and Members; help resolve emergency management related constituent concerns; provide assistance to other Members and staff.

DUTIES:

Prepare in-depth, accurate, and timely written analyses of legislation and other issues 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. Act as intermediary between Members and 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. Staff the Chair on emergency management related legislation.

QUALIFICATIONS:

At least five years of experience working in and/or around the Legislature. Knowledge/expertise in emergency management, homeland security, or the State Emergency Management System is desired. Prior experience as a Committee Consultant is a plus but not required. Successful applicants will have exceptional organizational skills, demonstrated ability to work under strict deadlines, and be process oriented. Ability to: interact effectively with internal and external parties; communicate clearly and concisely; balance

time/workload demands with multiple deadlines. A strong work ethic is essential; late evenings and weekends can be expected when Senate and Assembly Committees are meeting and at the end of session.

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.

EDUCATION:

Bachelor's degree is required.
Graduate degree is preferred.

LOCATION, SALARY AND FINAL FILING DATE:

This position is located in Sacramento, CA.
Salary starts at \$7,048 per month.
Final salary is commensurate with experience and education.
Applications will be accepted until position is filled.

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

SUBMIT COVER LETTER, RESUME, AND SENATE APPLICATION VIA EMAIL TO:

Brendan Murphy, Chief of Staff
Office of Senator Henry Stern
Brendan.Murphy@sen.ca.gov

The Senate application form is available through the Senate job webpage:
www.senate.ca.gov/senatejobs

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.

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