

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
PRINCIPAL CONSULTANT/ EXECUTIVE (OR EXECUTIVE STAFF DIRECTOR\*)  
SENATE COMMITTEE ON ELECTIONS AND CONSTITUTIONAL  
AMENDMENTS**

**BASIC RESPONSIBILITIES:** The Principal Consultant/Executive (or Executive Staff Director) will assist legislators, legislative staff, and the public in all matters relating to legislation within their area of expertise. May represent the Committee Chair with regard to legislation before the Committee, or directly staff legislation, at the direction of the Chair. In the Elections and Constitutional Amendments Committee, Principal Consultant/Executive (or Executive Staff Director) is required to manage staff and edit other consultants' analyses, prepare and edit publications, and manage informational and oversight hearings.

**DUTIES AND ATTRIBUTES:** Principal Consultant/Executive (or Executive Staff Director) of the Committee, has several key duties, including: Prepare written committee analyses for all bills assigned to the Consultant. Analyses not only summarize legislation, but establish a measure's policy and historical context, identify key issues, assess arguments, and discuss tradeoffs. Orally brief the Committee Chair, members of the Committee, members of the Senate, and legislative staff regarding legislation considered by the Committee at its hearings. Draft amendments, record committee actions and votes, and perform any other stewardship duties necessary to implement the Committee's actions during hearings on legislation consistent with the Senate and Joint Rules, as well as the custom and practice of the Senate. Establish and constantly expand expertise in a policy area sufficient to provide responsive, accurate, and expert advice and information to members of the Senate, legislative staff, lobbyists, and members of the public. Possess extraordinary writing and research skills. Demonstrate ability to communicate clearly and accurately orally and in writing with legislators, legislative staff, and members of the public.

**POSITION QUALIFICATIONS:** Candidates must have substantial familiarity with either the California Elections Code or the Political Reform Act, or both. Candidates must have experience and knowledge of the legislative and committee process. Candidates must also have the ability to independently manage staff as well as 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.

**EDUCATION:** Bachelor's degree required. Graduate degree in public policy or law, and legislative staff experience are preferable, but not necessary.

**SALARY AND FILING DEADLINE:** Salary starts at \$8,658 a month plus benefits. \* If the incumbent has sufficient experience, an Executive Staff Director classification will be considered. Applications received until position is filled.

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

Senate Human Resources  
LOB, Room 571  
1020 N. Street  
Sacramento, CA 95814