

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PRINCIPAL CONSULTANT/ EXECUTIVE (OR EXECUTIVE STAFF DIRECTOR*)
SENATE INSURANCE COMMITTEE
(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 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 Insurance Committee, the 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 background and knowledge of the insurance market and the regulatory functions of the Department of Insurance. 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.

POSITION QUALIFICATIONS AND EDUCATION:

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

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 DEADLINE:

This position is located in Sacramento, CA.

Salary starts at \$7,048 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:

Brian Flemmer, Staff Director

Brian.Flemmer@sen.ca.gov