

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PRINCIPAL CONSULTANT
COMMITTEE ON HOUSING**

BASIC RESPONSIBILITIES:

Under the supervision of the Staff Director, the Principal Consultant is responsible for conducting policy analyses in a diverse portfolio of policy areas, tracking and negotiating legislation, preparing analytical written products, and providing timely, detailed, and accurate information to the committee Chair, Senate leadership, and other members of the Senate. The Principal Consultant will coordinate and communicate with legislative staff, representatives of state government agencies and departments, advocates, and other interested parties.

DUTIES AND ATTRIBUTES:

The Principal Consultant will draft Committee and Floor analyses, negotiate legislative amendments, present policy rationale to the Chair, organize oversight and informational hearings, and monitor the implementation of legislation and housing funding. As professional advisors to members of the Senate, consultants are expected to work with a high degree of independence, display initiative in developing legislative language, and work constructively and collaboratively within a team environment. Position requirements include excellent written and verbal communication skills, strong analytical expertise, and an ability to work independently.

POSITION QUALIFICATIONS:

Candidates must possess in-depth background and familiarity with the policy issues within the jurisdiction of the Housing Committee. Candidates must also have the ability to independently manage 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 and maintain strong programmatic expertise in relevant policy areas; and exhibit quick and positive judgment, fairness, and professionalism. The Senate may also consider hiring at the Consultant level if candidate meets education and experience requirements. Duties will be adjusted accordingly.

EDUCATION:

Bachelor's degree required.

SALARY AND FILING DEADLINE:

Salary starts at \$7,048 monthly, plus benefits. Applications received until position is filled.

SUBMIT SENATE APPLICATION, RESUME, AND COVER LETTER TO:

Alison Hughes, Chief Consultant

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Sacramento, California 95814

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