

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
PRINCIPAL CONSULTANT  
SENATE NATURAL RESOURCES AND WATER COMMITTEE  
(SACRAMENTO, CA)**

The Senate Natural Resources and Water Committee is seeking a hard-working and motivated individual for the position of Principal Consultant with an emphasis on water policy.

**BASIC FUNCTIONS:**

Committee consultants perform duties related to these main functions of the Committee: 1) respond to policy questions from Senators and their staff; 2) advise the Chair and Senators on issues within the jurisdiction of the Committee; 3) research and analyze policy issues and legislation; 4) prepare written policy analyses and brief Senators and legislative staff on the issue; 5) conduct informational and oversight hearings on issues and departments within the Committee's jurisdiction; and 6) staff legislation for the Committee, as needed. Committee consultants are assigned certain issue areas with the purpose of developing expertise in certain issue areas. Expertise in water policy is preferred, but not required, including, for example, water rights, water supply, groundwater, and flood control, among other areas.

**DUTIES:**

The Principal Consultant performs the following duties: Track federal, state, and local legislative, budget, and regulatory policies; research, develop, and maintain strong programmatic expertise in water policy, and other relevant policy areas, as needed; analyze complex legislative proposals and succinctly communicate the policy implications, both orally and in writing; demonstrate initiative, judgment, and creativity in efforts to improve and clarify legislative proposals; staff assigned bills through the legislative process; prepare memos and briefing materials on bills before the Committee; organize relevant informational and oversight hearings; provide guidance and counsel to the Chair, Senators and staff on water policy, and other relevant policy areas; establish and maintain collaborative relationships with co-workers and applicable stakeholders; and mentor staff.

**EDUCATION AND QUALIFICATIONS:**

Bachelor's Degree and knowledge of the legislative process is required. Knowledge of and experience in water policy, including, for example, water rights, water supply, groundwater, and flood control, among other areas, is preferred, but not required. Required qualifications include excellent written and verbal communication skills; strong policy analysis and research skills; the ability

to take initiative and work independently, as well as collaboratively, as needed, in a team environment; and the ability to independently manage a substantial workload under strict deadlines (requiring working nights and weekends, as needed).

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 DATE:**

This position is located in Sacramento, CA, with duties to be performed in person.

Salary starts at \$7,400 per month plus benefits.

Final salary is commensurate with experience and education.

Applications will be accepted until the position is filled.

**BENEFITS**

The Senate offers a competitive benefits package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

**SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE APPLICATION VIA**

**EMAIL TO:**

Katharine Moore, Staff Director  
Senate Natural Resources and Water Committee  
[Katharine.Moore@sen.ca.gov](mailto:Katharine.Moore@sen.ca.gov)

The Senate application form is available through the Senate job webpage:

[www.senate.ca.gov/senatejobs](http://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.*

Date Posted 11/01/2022