

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
PRINCIPAL CONSULTANT  
(PRO TEM POLICY UNIT)  
(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:** Under the supervision of the Policy Director, the Principal Consultant is responsible for preparing written policy analyses and tracking legislation in a diverse portfolio of policy areas, providing timely and accurate information to the President pro Tempore, Senate leadership, and members of the Legislature, and effectively coordinating and communicating with legislative staff, representatives of state government agencies and departments, advocates, and other interested parties.

**DUTIES AND ATTRIBUTES:** The Principal Consultant will provide policy analyses of relevant issues, negotiate legislation, present policy rationale to elected officials, staff legislation, and prepare speaking points for the President pro Tempore.

**POSITION QUALIFICATIONS:** Candidates must have a background and familiarity with cannabis issues and subject areas under the purview of the Senate Business and Professionals Committee, including, but not limited to, economic development and the Department of Consumer Affairs, particularly boards and bureaus. Candidates must have experience and knowledge of the legislative, committee and budget processes. Candidates must also have the ability to independently manage a substantial workload under strict deadlines (requiring working nights and weekends as necessary); build and foster relationships with elected officials and their staff, 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.

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:**

Baccalaureate degree required.

**LOCATION, SALARY AND FILING DEADLINE:**

This position is located in Sacramento, CA. Salary starts at \$7048 a month plus benefits. Applications will be received until position is filled.

**SUBMIT SENATE APPLICATION, RESUME, AND COVER LETTER TO:** Kimberly Rodriguez – [kimberly.rodriquez@sen.ca.gov](mailto:kimberly.rodriquez@sen.ca.gov)