

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PRINCIPAL CONSULTANT (OR PRINCIPAL CONSULTANT/EXECUTIVE*)
SENATE APPOINTMENTS
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career? 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 FUNCTIONS:

Under the supervision of the Appointments Director, the Principal Consultant is responsible for preparing briefing materials and written analyses regarding Governor's appointments subject to Senate confirmation and Senate appointments; managing and gaining expertise in a diverse portfolio of policy areas; providing timely and accurate information to the Chair and members of the Committee; and effectively coordinating and communicating with legislative staff, the Governor's Office, representatives of state government agencies and departments, advocates, and other interested parties.

DUTIES AND ATTRIBUTES:

The Principal Consultant will draft briefing memoranda, policy analyses, and formal correspondence; present recommendations to the Chair and leadership staff; provide policy consultation in key areas of interest; develop a keen understanding of the statutory deadlines related to the Senate confirmation process; consult with Legislative Counsel to obtain oral and written opinions; conduct research and assist with Senate Rules Committee appointment processes; generate reports and prepare hearing materials; and analyze and provide technical support on legislation that impacts Governor's and legislative appointments

POSITION QUALIFICATIONS:

Candidates must have experience and knowledge of the legislative and committee process; exceptional critical thinking and organizing skills; and the ability to independently manage a substantial workload under strict deadlines (requiring working nights and weekends as necessary). Candidates must have demonstrated experience working with Legislative Counsel to obtain opinions on complex legal issues and the interpretation of statutes; and experience analyzing proposed legislation and existing law, and succinctly communicating the policy implications, both orally and in writing. Candidates must also show initiative and creativity in trouble-shooting; develop strong programmatic

expertise in relevant policy areas; and 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.

LOCATION, SALARY AND FILING DATE:

This position is located in Sacramento, CA

Salary starts at \$7048 a month plus benefits.

* If the incumbent has sufficient experience, Principal Consultant/Executive classification will be considered.

Applicants will be accepted until position is filled.

BENEFITS:

The Senate offers a competitive benefit 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:

Lisa Chin, Director of Appointments

Office of Senate Appointments

Lisa.Chin@sen.ca.gov

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

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 04/28/2022