

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
SELECT COMMITTEE ON PORTS AND GOODS MOVEMENT
(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 FUNCTIONS:

Under the direction of the Senator and the Chief of Staff, the Legislative Aide will serve as the primary staffer for the Senator's Select Committee on Ports and Goods Movement, and related policy areas. The Legislative Aide is responsible for preparing written policy background papers, tracking and developing legislation in a diverse portfolio of policy areas related to ports and goods movement, providing timely and accurate information to the Chair, Senate leadership, and members of the Committee and effectively coordinating and communicating with legislative staff, representatives of state government agencies and departments, advocates, and other interested parties on port and goods movement related events and issues.

DUTIES:

The Legislative Aide will draft policy background papers, develop a plan to tour port and major freight facilities, organize oversight and informational hearings, and prepare speaking points for the Chair. The Legislative Aide will also staff legislation supported by the work done by the Select Committee, including investigating the viability of the bills, researching and analyzing issues, developing briefing materials, generating support for the legislation, and targeting support and opposition for such. The Legislative Aide will also meet with lobbyists; schedule witnesses for hearings; develop press releases related to legislation, respond to constituent questions and other phone inquiries regarding legislation and the Member's views on such matters.

QUALIFICATIONS:

Candidates must have direct professional experience with the regulation of ports, medium and heavy-duty off-road and on-road vehicles and air quality regulations and efforts developed or promulgated by the California Air Resources Board, the California Energy Commission and US EPA, among others. Candidates should have experience and knowledge of the transportation

system, workforce development, California's economic development and international trade and commerce programs and efforts. Candidates must have experience and knowledge of the legislative and committee process, including the budget process. Candidates must have direct experience coordinating oversight and informational hearings. Candidates must also have the ability to independently manage a substantial workload under strict deadlines and succinctly communicate the policy implications, both orally and in writing; demonstrate initiative and creativity in developing hearings to improve policy; develop strong programmatic expertise in relevant policy areas; exhibit maturity, quick and positive judgment, fairness, and professionalism.

EDUCATION:

Bachelor's degree is required.

Legislative experience is preferred.

LOCATION, SALARY AND FINAL FILING DATE:

This position is located in Sacramento, CA.

Salary starts at \$3,912 per month plus benefits.

Final salary is commensurate with experience and education.

Applications 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, AND SENATE APPLICATION VIA EMAIL TO:

Cynthia Alvarez, Chief of Staff

Office of Senator Lena A. Gonzalez

Cynthia.Alvarez@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.

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