

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CONSULTANT
OFFICE OF RESEARCH**

BASIC FUNCTIONS:

The Consultant position at the Senate Office of Research performs duties related to these main functions of the office: 1) respond to policy research requests from Senators and their staff; 2) assist the Rules Committee in its consideration of gubernatorial appointees for Senate confirmation; 3) track federal issues; and 4) serve as a liaison between the Senate and the academic community.

Consultants are assigned to specialize in certain issue areas.

This job announcement is for a Consultant to cover the areas of **K-12 education, higher education, early childhood education, and other areas that may be assigned.**

DUTIES:

The Consultant performs the following duties: develop and track oversight issues related to executive branch entities; prepare briefing materials related to gubernatorial appointees; respond to policy research requests; write reports, memos and briefing papers; maintain collaborative relationships with and provide ongoing support to Senate committee and personal staff; track federal changes and proposals; and stay abreast of relevant policy and academic research.

POSITION QUALIFICATIONS:

Knowledge of education policy is preferred, but not required. Knowledge of the legislative process is preferred, but not essential. Required skills include: strong writing and research skills, policy analysis skills, ability to take initiative and work independently as well as collaboratively, and ability to work quickly and efficiently under deadlines.

EDUCATION:

Bachelor's degree is required. Master's degree is preferred.

PAY RANGE & FILING DATE:

Salary for the Consultant position starts at \$6,206 per month.
Applications will be accepted until the position is filled.

SUBMIT COVER LETTER, RESUME, WRITING SAMPLE AND SENATE EMPLOYMENT APPLICATION TO:

Attention: Jody Martin e-mailed to Senate.Office.of.Research@sen.ca.gov
Submittals can be confidential upon request