

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

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:

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.

Will consider hiring at the Assistant Consultant or Principal Consultant level if candidate meets necessary educational and experience requirements.

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

Attention: Jody Martin e-mailed to Senate.Office.of.Research@sen.ca.gov

Submittals can be confidential upon request