

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

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 areas within **human services, including social services, homelessness, aging and long term care, child support, community services, developmental services, and rehabilitation.**

**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 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.

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:**

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

**LOCATION, PAY RANGE & FILING DATE:**

This position is location in Sacramento, CA.

Salary starts at \$6,206 per month plus benefits.

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

Applications will be accepted until the 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

**COVER LETTER, RESUME, WRITING SAMPLE AND SENATE APPLICATION SHOULD BE SENT VIA EMAIL TO:**

Jody Martin, Director of Research

[Senate.Office.of.Research@sen.ca.gov](mailto:Senate.Office.of.Research@sen.ca.gov)

Submittals can be confidential upon request.