

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CONSULTANT
SENATE 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 public health, aging and long-term care, developmental services, disabilities and rehabilitation, 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 AND EDUCATION:

Expertise in the health and human services area is preferred. Knowledge of the legislative process is preferred, but not essential. Required skills include: strong writing and research skills, policy analysis skills, ability to work quickly and efficiently under deadlines, good interpersonal skills, and ability to work collaboratively with colleagues. Bachelor's degree is required. Graduate degree is preferred.

SALARY AND FILING DATE:

Salary for the Consultant position starts at \$5,910 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.