

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
TRANSPORTATION COMMITTEE  
ASSISTANT CONSULTANT**

**BASIC RESPONSIBILITIES:**

An Assistant Committee Consultant is responsible for conducting policy analysis, negotiating legislation, preparing analytical written products, and providing timely, detailed and accurate information to the committee Chair and other members of the Senate. The Assistant Consultant may also staff transportation legislation and otherwise support the committee Chair. Applicants should be creative, organized, and display initiative and independence.

**DUTIES AND ATTRIBUTES:**

A successful candidate will possess strong writing and research skills, communicate clearly and accurately orally and in writing, have good interpersonal skills, work well with others, and demonstrate their ability to work collaboratively with their colleagues.

The work environment requires strong policy and legislative process expertise, as well as the ability to balance multiple high priority tasks and to meet sometimes unreasonable deadlines. Evening and weekend work will be necessary.

**EDUCATION:**

Bachelor's degree required.

**POSITION QUALIFICATIONS:**

Candidates should have experience in the legislative process and policy analysis. An understanding of the work of the Department of Motor Vehicles and/or the California Air Resources Board is desirable.

**PAY RANGE AND FILING DATE:**

Salary range starts at \$4,762 per month. Applications will be accepted until 5 p.m. on February 8, 2019.

**SUBMIT COVER LETTER, RESUME AND APPLICATION TO:**

Senator Jim Beall  
Attn: Tania Dikho  
State Capitol, Room 2082  
Sacramento, California 95814  
tania.dikho@sen.ca.gov